

COLORADO MOUNTAIN HISTORY COLLECTION

At the
Lake County Public Library
115 Harrison Avenue
Leadville, CO 80461
719-486-0569

ORDER FORM FOR PHOTOGRAPHS

In response to your request, we are prepared to provide you for the limited use specified below and upon the terms and conditions set forth in the CMHC Photograph Collection Policies and Fee Schedule, photographic copies of the following negatives in our collection:

Negative Number	Description	Quantity	Size	Matte or Glossy

INTENDED USE:

- Personal Use, Research, Display in a Private Home, Etc.
- Publication:
 - In a Book: number of copies planned for first printing: _____
 - In a periodical (Magazine): Title _____ . Current Circulation _____
 - Film Filmstrip VIDEO Motion Picture Poster Postcard
 - Calendar, Greeting Cards, Objects, Etc. Advertising Book Jacket
 - Colorado News Media (Newspapers, newscasts, documentaries) Name: _____
- Museum, Historical Agency Name: _____
- Public Display: In Lake County Elsewhere: (Specify) _____
- Other Use: (Specify) _____

IN CONSIDERATION OF OUR SUPPLYING YOU WITH THE ABOVE PHOTOGRAPHS, YOU AGREE:
To pay the total fees listed on the reverse, such payment to be made advance with the return to us of the signed original of this order. (A purchase order may be accepted in lieu of advance payment.)

To use the photograph(s) ONLY ONCE and then only for the purpose stated above.

To credit each public or published use of each photograph to: Colorado Mountain History Collection. (If space permits, the following should be added: Lake County Public Library, Leadville, CO)

Not to use or permit others to use these photographs for any purpose differing from the specific use stated above without written permission from us.

To provide the library, when requested, a free copy of any published work containing the photograph(s) ordered herein.

I HAVE READ THE ABOVE REQUIREMENTS AND AGREE TO ABIDE BY THEM:

Your signature Date

Colorado Mountain History Collection: Order Form for Photographs – continued.

PLEASE PRINT:

Your Name _____

Agency you represent _____

Address photos are to be mailed to: _____

(or, Patron will pick up)

Your phone number: _____

MAKE CHECKS OR MONEY ORDERS PAYABLE TO:

Lake County civic Center Association (LCCCA)
(NOT to the Public Library)

Please allow 3 weeks for delivery: longer is holidays intervene, or if order is large, or if special finishing is required.

SPECIAL INSTRUCTIONS:

LIBRARY USE ONLY

Cost of prints ordered \$ _____

Postage & handling \$ _____

Publication or public use charges \$ _____

TOTAL AMOUNT DUE \$ _____

Total amt. Received \$ _____

Balance Due \$ _____

Paid by: Cash _____

Check No. _____

Money Order _____

P.O. No. _____

Date order received _____

Date negative delivered _____
to photo lab

Date prints(s) received _____
by library

Date print(s) mailed _____

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship. Or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

All responsibility for questions of copyright that may arise in the use made of photographs supplied by us must be assumed by the user. The Library will provide any information it has available to the user.

FEES

PURCHASE OF PROFESSIONAL QUALITY PRINTS (This charge may not be waived or negotiated).

5" X 7" - Glossy - \$12.00 - 8" X 10" - Glossy - \$17.00

There are additional charges beyond purchase fees for publication or public display. The additional charges are as follows:

Publication in books, filmstrips, videotapes (per edition)	Up to 5,000 copies ____ \$10 5,001-10,000 ____ \$30 10,000 - 25,000 ____ \$75 Over 25,000 ____ \$100
Use on a book jacket:	_____ \$50
Publication in a periodical (magazine) (Circulation determined by Library from published sources such as Ayer's)	Under 50,001 circulation ____ \$10 50,000 - 100,000 ____ \$50 Over 100,000 ____ \$100
Publication by a museum, historical agency, Colorado news media, etc.	_____ Will quote
Public display (offices, restaurants, stores, etc.) In Lake County, CO	_____ \$15
Public display (offices, restaurants, stores, etc.) ELSEWHERE	_____ \$25
Use on calendars, postcards, posters, greeting cards, objects, etc.	_____ \$25
Commercial motion picture or television use	_____ \$75
Advertising use (per image)	_____ \$100