



Hargrett Rare Book & Manuscript Library
 University of Georgia Libraries
 Main Library, 320 South Jackson Street
 Athens, GA 30602-1641
 PHONE: 706-542-7123
 FAX: 706-542-0672

Advance payment is required for all rare map reproduction requests. For further details, see instructions and policies listed below.

RARE MAP REPRODUCTION REQUEST FORM

INSTRUCTIONS AND POLICIES:

1. Please type, sign and submit all request forms via fax, U.S. mail or in-person. Please do **not** reduce form size.
2. Be specific – Complete all request forms in their entirety.
3. Please sign – You will be asked to sign and resubmit unsigned request forms.
4. Handwritten, illegible, incomplete and/or unsigned request forms may be delayed or returned.
5. **Map reproduction requests must be paid for in advance. You will be notified by Mr. Danny Bridges (dbridges@uga.edu) of Libraries Access Services of the amount due. Your request will not be processed until a credit card payment, check or money order is received by Libraries Access Services.**
6. **After receipt of advance payment, scanning reproduction requests can take two weeks to process.**
7. **A RUSH FEE will be applied to all requests needed within three working days of receipt of the request form and advance payment by the Library. The Rush fee is double the regular price of the request.**

PATRON CONTACT INFORMATION

Name/Title _____

Address _____
 _____ Street

_____ City _____ State/Province _____ Zip Code _____ Country _____

Phone Number _____

Fax Number _____

E-Mail Address _____

The Hargrett Rare Book and Manuscript Library will consider requests for limited reproduction of material when such copying meets ALL of the following:

1. CAN BE DONE WITHOUT INJURY TO THE MATERIAL
2. DOES NOT VIOLATE DONOR AGREEMENTS
3. CONFORMS TO COPYRIGHT STATUTE

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. ALL UNPUBLISHED MATERIALS NOT IN THE PUBLIC DOMAIN ARE PROTECTED BY THE COPYRIGHT STATUTE.**
- **Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or 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 reproduction request if, in its judgment, fulfillment of the request would involve a violation of copyright law.**
- **If you wish to publish Hargrett Library materials, you must obtain written permission to publish.**
- **TO APPLY FOR PERMISSION TO PUBLISH HARGRETT LIBRARY MATERIALS - Please type, print, sign and submit the appropriate Application for Permission to Publish Form <http://www.libs.uga.edu/hargrett/resources/permission.html#forms>.**

Please consider the following when filling out this form:

- Our prints and scans of maps are made from black and white negatives, and are not facsimile reproductions.
- We do not print or scan portions of maps; only images of the whole map will be provided.
- Photographic prints are limited in size ranging from 5" x 7" to 11" x 14".

Please check the requested type of reproduction from either 1 or 2 below.

1. **SCANNED IMAGE ONLY** **\$12.00 each**

- a. *Scans can be delivered via e-mail (as long as files are less than 10 MB) or burned to CD.*
 b. *Please check method of delivery and file type needed.*

Check method of delivery for scanned image:

- CD** \$5.00 each (if UGA Libraries provides CD -- or patron can provide/exchange a blank CD)
 Postage and Handling \$3.50 In-state (minimum) \$4.00 Out-of-state/oversized materials (minimum)
 EMAIL or FTP **E-mail:** Image size must be <10 MB. **FTP:** UGA cannot guarantee available FTP space.
My e-mail and/ or FTP path is: _____

Check file type needed:

- JPG** - recommended for general scans and web usage. Smaller file size (72dpi).
 TIF - recommended for high quality scans, digital printing and publications. Larger file size (350dpi).
 OTHER - please specify your preferred file type. _____

2. **PHOTO QUALITY PRINT REPRODUCTIONS – Prices include costs of scanning.**

- | | | | |
|---|---------------------|---|--|
| <input type="checkbox"/> 5" x 7" _____ # of each | \$19.00 each | } | NO RUSH SERVICE AVAILABLE |
| <input type="checkbox"/> 8" x 10" _____ # of each | \$24.00 each | | Choose a finish: |
| <input type="checkbox"/> 11" x 14" _____ # of each | \$30.00 each | | <input type="checkbox"/> Glossy <input type="checkbox"/> Matte |

NO RUSH SERVICE AVAILABLE FOR PHOTO QUALITY PRINTS.

Map Call Number	Title	Quantity	Negative Number

Please check one:

- Pick-up in Imaging Services, Sub-basement Rm. 3-2, Main Library
 Mail to address on the reverse side

Date needed:

_____ *See page 1 conditions and policies*

Permission to Publish:

Will this material be used in a publication (print, exhibit or electronic format)? Yes No

*If yes, permission to publish **MUST** be requested. See www.libs.uga.edu/hargrett/resources/permission.html*

If no, what will this image be used for? _____

- *I have read the copyright conditions and requirements and agree to assume all responsibility for any infraction of copyright regulation. I also agree to hold blameless the University of Georgia and its agents, representatives and employees in connection with any legal action which may arise as a consequence of the reproduction.*
- *By signing below, I agree to pay for all costs associated with this request.*

Signature _____ Date: _____

For Libraries staff use only:

Total payment due: \$ _____ Notified Libraries Access Services on: _____