## tennessee state librari & archives

403 Seventh Avenue North, Nashville, TN 37243 Phone: 615-741-2764 Email: photoorders.tsla@tn.gov

DWG USE ONLY
DATE RECEIVED
INVOICE #
DATE TO DWG
INITIALS

## IMAGING SERVICES ORDER FORM

<b>STEP 1</b> : DATE		<del></del>				
NAME		COMPANY NAME				
	PHONE					
STEP 2: METHO:	D OF PAYMENT: send payment when so	We Accept Cash, Check, Charge or a Journal Voucher (Submitting order. If you are paying with credit card, a TSL		-		
		_ (Make Check Payable to Tennessee State Library & ΓΕ EDISON NUMBER				
<b>STEP 3:</b> IMAGE(S	) AND/OR PRINT(S	S) REQUESTED:				
<del>-</del>	ription of image(s) with e a photocopy of imag	n title or name of image, ID or negative number if known, e(s) when possible.	storage location i	f known, and coll	ection name	
			IMAGE TYPE	IMAGE SIZ		
Notes/Special Instr	uctions:		Prints	5x7 8x10	\$10 \$15	
				11x14	\$20	
		D: : 11	13 x 19 and 1			
Preferred File Type	(Please Check One): Jf	PGPDFTIFFOther Resolution	Digital Images Oversize Digital Ima	Up to 11x14 ges Larger than 11		
			- 3	5   5	,	
ID /NEGATIVE #	(T.	DESCRIPTION ITLE/COLLECTION NAME/LOCATION)	PRINT- SIZE REQUESTED	DIGITAL IMAGE- SIZE REQUESTED	COST PER IMAGE	
DWG USE ONLY  Date Completed:  Completed By: Entered In Patron Database    PAGE OF		STEP 4:  ADDITIONS: Rush Fee (See Fee Schedule Online): \$ CD/DVD (\$1.00 Each) \$  DELIVERY METHOD: (PLEASE CHECK ONE) Mailed (\$5.00)				

ID /NEGATIVE #	DESCRIPTION	PRINT- SIZE	DIGITAL	COST		
	(TITLE/COLLECTION NAME/LOCATION)	REQUESTED	IMAGE- SIZE	PER		
			REQUESTED	IMAGE		
1						
	Subtotal This Page (Please Add to Grand T	otal on First Pa	ge) \$			
How will the imag	ne(s) will be used?(private, publication, etc.)					
If the image will b	e used on the internet, please provide the URL					
	Publication or Media Information					
Dublication on NA	dia Tibla.					
Publication or Me	dia Title:					
Dublishari						
Publisher	Date to be Published:					
Lam aware of her	eby agree by the conditions in the form and to give proper attribution	by using the cre	dit line <b>Courte</b>	y of the		
	Library & Archives.' I assume full responsibility in regard to copyright.					
rights are granted	, , , , , , , , , , , , , , , , , , , ,	it is understood	that only one t	ille use		
rigitts are grantee	in an cases.					
Name and Title (p	lease print)					
Signature	Date					

Tennessee State Library and Archives (TSLA) in no way waives its right to future publication of the image(s) supplied to you or the right to grant others permission to use them. TSLA does not grant rights in perpetuity.

## **Conditions for Image Use**

- 1. Images must be properly credited: Courtesy of Tennessee State Library and Archives.
- 2. Images may be resized for patron convenience. Images are not to be digitally manipulated or changes in any way without expressly noting "Image has been altered from the original."
- 3. Images are to be used only once for the purpose listed on this form. Any subsequent or different use constitutes a re-use and must be applied for in writing subject to applicable fees.
- 4. Users assume responsibility for questions of copyright and invasion of privacy that may arise in the use of the TSLA image(s).
- 5. TSLA reserves the right to limit the number of copies; to restrict the use and reproduction of rare or valuable materials; to make special price quotations for materials involving unusual difficulty in digitizing or scanning; and to charge a different fee than specified for such services.
- 6. The Tennessee State Library and Archives encourages the researcher to provide this repository with one complimentary copy of the finished work.