

**Iowa State University Library**  
**Request for Reproduced Images from the Special Collections Department**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Identification:** Faculty: [ ] Staff: [ ] Graduate Student: [ ] Undergraduate Student: [ ]

Public: [ ] Institutional Affiliation: \_\_\_\_\_

**Intended use:** Coursework: [ ] Teaching: [ ]

URL: \_\_\_\_\_

Webpage: [ ] Watermark: [ ] Publication: [ ]

Permission form completed? Yes: [ ] No: [ ]

More than 5 images? Yes: [ ] No: [ ]

If so, requires the approval of Head, Special Collections before scanning: Yes: [ ] No: [ ]

Other (Please specify): \_\_\_\_\_

**Collection/Title:** \_\_\_\_\_

**DIGITAL REPRODUCTIONS**

Brief description of image(s): \_\_\_\_\_

\_\_\_\_\_

Scanning resolution: 75 dpi [ ] 150 dpi [ ] 300 dpi [ ] Other: \_\_\_\_\_

File format: JPEG [ ] TIFF [ ] Other: \_\_\_\_\_ (Only IBM available)

Delivery method: E-mail: \_\_\_\_\_ CD: \_\_\_\_\_ Print: \_\_\_\_\_ Print Size: \_\_\_\_\_ Ftp: \_\_\_\_\_

**PAYMENT INFORMATION:**

SPCL fees due: Digital Reproduction Fees: \_\_\_\_\_ CD: \_\_\_\_\_ Print: \_\_\_\_\_

Use/Processing fees (\$22.50 for non-ISU scholarly patrons): \_\_\_\_\_

(For commercial use fees, consult Head, Spec. Coll.)

**TOTAL AMOUNT DUE:** \_\_\_\_\_

Check #: \_\_\_\_\_ Intramural: \_\_\_\_\_

Credit Card: MC VISA DISCOVER Number: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_ DATE COMPLETED/SENT OUT: \_\_\_\_\_

TOTAL NUMBER OF IMAGES REPRODUCED: Photographic: \_\_\_\_\_ Digital: \_\_\_\_\_

**Iowa State University Library**  
**Special Collections Department and University Archives**  
**Policies for reproduced scanned images**

The Special Collections Department will provide images for scanning from its holdings when possible. **All requests for over 5 images will require approval from the Head of the Special Collections Department.** Under certain circumstances related to University business, and on a case by case basis, the Department will develop a varying fee structure for extremely large orders.

Departmental staff will do scanning for student coursework and projects or faculty curriculum development. Patrons will need to provide their own storage medium (flash drive or CDs) or the Department will transfer the images to CD for a fee. Patrons will not be allowed to bring scanners into the reading room or use the Departmental equipment. Under no circumstances will Department photographs be loaned out to patrons.

Patrons will complete the "Request for Reproduced Images from the Special Collections Department" form and the "Request to Publish or Quote" form and submit with requested images. Special Collections must be cited as the source for the scanned images, and a digital watermark will be placed on the image to indicate its copyright status. Patrons must have permission from the Special Collections Department before mounting any image on a website. Patrons will provide the URL information to the Department as well as provide a link from the Department's citation to the Department webpage.

After submission of the appropriate paperwork and payment, the Department will provide the images within 2 weeks, depending on the Department's schedule. **For rush orders, an additional fee will be assessed.** Following is the fee schedule for digital reproduction of images from the ISU Library Special Collections Department:

**ISU Affiliate (faculty, staff, student use) and Local Media:**

*SPCL Digital reproduction fee:* \$5.00 per image; additional \$2.50 if printed on photographic paper  
*Photo use and publishing fees:* Subsidized by Library

**Non-ISU Affiliated Scholarly Use and Statewide Media:**

*SPCL digital reproduction fee:* \$5.00 per image; additional \$2.50 if printed on photographic paper  
*Photo use and processing fee:* \$22.50 per order (Additional fees may be assessed for large orders)

**All Other Non-ISU/Commercial Use:**

*SPCL Digital reproduction fee:* \$7.50 per image; additional \$2.50 if printed on photographic paper  
*Photo use and publishing fee:* \$50 per image minimum  
*Processing fee:* \$25 (per photographic research request transaction)

**For the fee of \$1.50, the Department will provide a CD for the images.**

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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.

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