

Date: _____

Job#: _____

REPRODUCTION ORDER FORM

NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____

SHIPPING ACCOUNT NUMBER (if needed) _____

(FedEx, etc.)

- 1. Intended use:** private study or research display or exhibit
 publication (print, film, CD, DVD) blog or online exhibit

2. Format Needed:

For digital reproductions, please note we do not provide retouching or resizing services.

File Type:

JPEG TIFF other: _____

Resolution (dpi)

200 300 400 600 other: _____

3. Image delivery:

For digital reproductions, our usual practice is to post the image on the internet for a limited amount of time, providing you with a URL for download. Will this delivery method be acceptable?

yes no other: _____

I will pick up my image(s) in McCain Library. Please mail /FedEx my images.

For USM affiliated persons:**For Student:**

USM student empl ID _____

(Fees will be billed to your student account.)

For Faculty:

Dept. Budget String _____

Other USM affiliated persons, please submit copy of alumni card, Friends of the Library card, etc.

For Non-profits:

501c Tax ID _____

If for **display or exhibit**, please fill out the following information.

Place of display/exhibit: _____

Title of display/exhibit: _____

Intended audience: _____ Fee charged: _____

Agency in charge of display/exhibit: _____

Projected display/exhibit dates: _____

If for **publication**, please fill out the following information and sign a “**Notification of Intent to Publish**” agreement.

Author/Editor: _____ Number of copies: _____

Title: _____ Projected retail price: _____

Publisher/Agency: _____ Intended Audience: _____

Projected publication or broadcast date: _____ Distribution: _____

If for **blog or online exhibit**, please fill out the following information.

Blog URL: _____

Title of blog/exhibit: _____

Intended audience: _____

Does your blog generate revenue through the use of ads, subscriptions, or other means? Yes No

Person(s) in charge of blog/exhibit: _____

Projected post/exhibit dates and title: _____

