

SPECIAL COLLECTIONS AND PRESERVATION DIVISION

400 SOUTH STATE STREET
Telephone: 312-747-4875

CHICAGO, IL 60605
Email: specoll@chipublib.org

PHOTOGRAPHIC REPRODUCTION SERVICES

The Special Collections and Preservation Division of the Chicago Public Library is pleased to offer reproductions from our collections. While we attempt to accommodate the research and publication needs of our patrons, some limitations to reproductions apply. The reproduction service operates in strict compliance with U.S. Copyright Law. Some items may be too damaged or too fragile to be copied.

Many items in the Library's collections are in the public domain. In other cases, determining the copyright holder can be difficult. To assist patrons, Special Collections makes information about copyright holders available in archival finding aids and other sources. **DETERMINING THE EXISTENCE OF COPYRIGHT OR ANY OTHER LEGAL RESTRICTIONS, AS WELL AS OBTAINING PERMISSION FROM THE COPYRIGHT HOLDER, IS SOLELY THE RESPONSIBILITY OF THE REQUESTER.**

The Chicago Public Library encourages copyright holders who are not appropriately identified to contact the Library so that we may provide more complete information.

ORDERING PROCEDURES

1. Please complete the attached *Order Form* and sign the *Conditions Governing Use*. Be as specific as possible when requesting an item and use an accession number or call number to identify it. Complete information will expedite your request.
2. Turn in the completed form to the Special Collections Reading Room on the ninth floor of the Harold Washington Library Center or mail it to the address above.
3. Payment is due when the order is picked up. It can be by cash or check. Please make checks payable to **CHICAGO PUBLIC LIBRARY**. Credit card payment is not accepted.

Orders take from 10 to 20 working days and can be picked up in the Special Collections Reading Room or can be mailed. For more information contact the Special Collections and Preservation Division at 312-747-4875 or specoll@chipublib.org.



City of Chicago
Richard M. Daley
Mayor

Chicago
Public
Library



Please call for
accommodations:
312.747.4252 (Voice)
312.747.4066 (TTY)

**CHICAGO PUBLIC LIBRARY
SPECIAL COLLECTIONS AND PRESERVATION DIVISION**

**400 SOUTH STATE STREET
Telephone: 312-747-4875**

**CHICAGO, IL 60605
Email: specoll@chipublic.org**

FEES

Scans to Compact Disc

Size	Price per scan
300 dpi or less	\$20.00
Greater than 300 dpi	\$30.00

Rush Service

Less than 10 working days, staff levels permitting
Additional \$40.00 per image

Photocopies on Color Copier

Size	Price per copy
8.5" x 11" paper	\$2.00

Postage & Handling

Within U.S. & Canada	International
\$4.00	\$7.00

**CHICAGO PUBLIC LIBRARY
SPECIAL COLLECTIONS AND PRESERVATION DIVISION**

**400 SOUTH STATE STREET
Telephone: 312-747-4875**

**CHICAGO, IL 60605
Email: specoll@chipublib.org**

ORDER FORM

Name	City, State, ZIP
Company Name	Phone
Address	Email
Use of Reproduction	

Specifications
Resolution _____
Format _____
Color _____ B&W _____
Pick Up _____ Mail _____
Fed Ex # _____

Accession #	Item Description	Price
Total Reproduction Fees		
Additional Fees for Special Services		
Postage and Handling		
TOTAL AMOUNT DUE		

STAFF USE ONLY
Date Requested _____
Order received by _____
REPRODUCTION
Date Completed _____
Order completed by _____
Order # _____

**CHICAGO PUBLIC LIBRARY
PHOTOGRAPHIC REPRODUCTION SERVICES
CONDITIONS GOVERNING USE**

The Special Collections and Preservation Division of the Chicago Public Library is pleased to make reproductions from its collections for personal and scholarly use. Items reproduced for commercial purposes and/or publication may be subject to copyright restrictions (see below).

Requests for photographic and digital reproductions are governed by the following conditions:

1. Reproductions are provided for one-time use. Requesters wishing to reuse the same images must make a separate request.
2. Images used in printed publications, on film and video, on websites and in exhibitions are to be credited with the following: *Chicago Public Library, Special Collections and Preservation Division*. Additional credit information is included with the cover letter sent with every order.
3. Images requested for the Internet will be reproduced at a resolution of 72 dpi.
4. The requester will give Special Collections one complimentary copy of any published work in which the photographic reproduction appears.
5. In authorizing the publication of the reproduction, the Chicago Public Library does not surrender its own right to publish it, or to grant others permission to do so.
6. Granting permission to reproduce materials does not absolve requesters from securing permission from the copyright holder if the material is not in the public domain, nor does it affect the payment of additional fees as required by the copyright owner. *Users assume all responsibility for questions of copyright, invasion of privacy and rights of publicity that may arise in using reproductions from the Library's collections.*
7. The Special Collections and Preservation Division reserves the right to limit the number of reproductions; restrict the reproduction service to Special Collections materials only; restrict the use of rare or fragile materials; and institute special fees for items requiring special handling.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of photographs or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a reproduction. One of these specialized conditions is that the photographic reproduction not be used for any other purpose other than private study, scholarship or research. If a patron makes a request for or later uses a photographic reproduction for purposes in excess of fair use, that use may be liable for copyright infringement. This institution reserves the right to refuse to accept a reproduction order, if in its judgment, fulfillment of the order would violate copyright law.

I have read the above conditions governing use and the copyright notice. I understand that this form must be signed and accompany a Photographic Reproduction Order Form (reverse) before processing begins.

Signature: _____

Date: _____