

Digital Reproduction Order Form

Review our Research & Reproduction policies at <http://cartoons.osu.edu/reproductionservices.php>

NAME

COMPANY/ORGANIZATION

ADDRESS

CITY STATE PROVINCE

ZIP/POSTAL CODE COUNTRY DATE

PHONE FAX EMAIL

SHIP TO SAME ADDRESS OTHER

Copyright

- If image was published **later than 1922**, please attach one of the following:
 - Written permission from copyright owner
 - Evidence that the image is in the public domain including description of all efforts made to determine that the image is not protected by copyright. For information about public domain, see http://copyright.cornell.edu/public_domain/
- If image is not public domain and no permission is attached, only low-res (72 ppi) image will be provided.

Intended Use

Book Periodical Research Personal Use Exhibition Textbook

Web site TV/Video CD/DVD E-Book Other

PROJECT DESCRIPTION

- Non-profit /Scholarly/Personal Use For Profit/Commercial Use
- Image requests intended for commercial use will be charged an additional one-time use fee of \$50 per image
 - One-time rights only will be granted. All reprints, further editions or use of image other than for this agreement require the Cartoon Library & Museum's permission and may require additional use fees.

Image Reproduction

- Images will be scanned from the original at 600ppi at 100% size, TIFF, RGB color unless otherwise specified
- To determine if there is a pre-existing scan, check our [Image Database](https://cartoonimages.osu.edu/) at <https://cartoonimages.osu.edu/>
- Images will be copied to a CD or DVD at \$3 each, or uploaded to your server at no charge. **E-mail is only available for an image less than 10 megabytes at no charge**
- Images used for reproduction, publication, broadcast, exhibition, or on the web must include proper credit which will be provided for the materials you have selected

INSTRUCTIONS

\$20 / **NEW SCAN** from original 12" x 17" or smaller [provide Call# or Finding #]

\$40 / **NEW SCAN** from original larger than 12" x 17" [provide Call # or Finding #]

- Turnaround time for fewer than 10 new scans may take up to 4 weeks depending on reproduction orders already in progress. Orders for 10 or more new scans must be placed at least 8 weeks in advance.

RUSH ORDER: 3-5 business days for an additional \$50, if available

\$10 / **EXISTING SCAN** [provide Digital Image #]

- Turnaround time is 5 business days

Title	Artist	Date	Call# / Finding #	Digital Image#

For additional images, please use page 3

Delivery & Shipping

- Shipping and handling charges will be determined by library staff based on your selection of delivery
- All shipping/handling fees will be charged to the customer. Customers may provide a UPS Account #; FedEx shipping requires the customer's FedEx Account #
- Please select the type of shipping for USPS, UPS and FedEx shipping
- A \$5 minimum charge is applied to any request that requires United States Postal Service (USPS) shipping
- Delivery dates are not guaranteed

PICK UP

E-MAIL (file must be under 10 megabytes. Select an additional option)

SERVER Host URL Username Password

WEB SITE

U.S. POSTAL SERVICE

UPS Account #

FedEx Account # REQUIRED

Cost & Payment

- After we receive your order, we will send an invoice detailing all charges that apply: reproduction costs, use fees, rush order charges and shipping costs
- Payment by credit card can be made through our website at <http://cartoons.osu.edu/purchase/orderform.php>
- PAYMENT IN FULL IS REQUIRED PRIOR TO DELIVERY OF IMAGES

I agree to all policies and conditions stated in this form

Title	Artist	Date	Call# / Object ID	d#