

Publication & Commercial Use Reproduction Request Form

The materials in The Ohio State University Libraries' collections are open for research use, except where noted, or where restricted by law.

Contact Information

Name _____ Date _____

Company/Organization (if relevant) _____

Billing Address _____

City _____ State/Province _____ Zip Code _____ Country _____

Shipping Address (if different) _____

City _____ State/Province _____ Zip Code _____ Country _____

Phone _____ E-Mail Address _____

Researcher Information

Ohio State Faculty Ohio State Staff Department/Unit: _____

Ohio State Graduate Student Ohio State Undergraduate Major: _____

Visiting Scholar Institution: _____ Position: _____

Other: _____

Research Topic/Purpose: _____

Intended Use

Publication (book/e-book/textbook/periodical) Website TV/Video/DVD CD/Audio Exhibition

Other: _____

Check if use is scholarly Check if use is non-profit

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of U.S. (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. **This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.**

The Ohio State University Libraries do not own the copyright to all of the materials in its collections. Copyright may belong to the creator, their estate, or assignee, although some materials may fall into the public domain. **User assumes full responsibility for any use of the materials, including but not limited to, securing appropriate permissions for use and publication of reproduced materials, and fully crediting sources as required in this Reproduction Request Form.** The Ohio State University Libraries do not make any representations as to the validity of third party copyright claims.

Status of Requested Material

The Ohio State University Libraries Special Collections contain images, manuscripts and artifacts that tell a rich history of the individuals and institutions that have contributed their items to the collection. Due to the nature of these collections, copyright or other information about restrictions may be difficult to determine. For information about copyright, contact Ohio State University Libraries' Copyright Services go.osu.edu/copyright.

To the best of your knowledge, please indicate the rights status of the requested material:

- Work falls within the public domain.
- Work is covered by copyright **and** The Ohio State University is the copyright owner.
- Work is covered by copyright and permission is attached.
- I do not know the status of the work.

Required Citation

Material within The Ohio State University Libraries Billy Ireland Cartoon Library & Museum should be cited as follows: **[name of the collection], Billy Ireland Cartoon Library & Museum, The Ohio State University.**

Requested Material

Type of Reproduction

High-Resolution Scan

- Images will be scanned from the original at 600 ppi at 100% size, TIFF, RGB color unless otherwise specified.

Please specify other requirements: _____

- 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.
- Fee schedule cost (if scholarly work is published for profit, standard fees apply):
 - Existing scan: \$60/scan
 - New scan: \$70/scan
 - Scholarly or non-profit publication existing scan: \$10/scan
 - Scholarly or non-profit publication new scan: \$20/scan
 - Image manipulation: \$50/hr
 - Existing Audio Visual digital file: \$60
 - Scholarly or non-profit publication existing Audio Visual digital file: \$10
 - New Audio Visual digital reproduction: contact library for availability and pricing
 - Licensing fees may apply to works in which The Ohio State University holds copyright.
- If reproduction will be used in conjunction with The Ohio State University trademarks, requester will need to contact The Ohio State University Trademark & Licensing office.
- Licensing fees may apply to works in which The Ohio State University holds copyright.

- Rush Order (3-5 business days), subject to availability. Contact library for details.

Photocopy Reproduction OR PDF Scan

- Black & White Photocopy Color Photocopy PDF Scan

- Cost is \$0.25/copy.
- Service is not available for fragile items **or** items over 11 x 17 in.
- For orders that exceed 300 photocopies or PDF scans, please contact staff.
- Images may be watermarked.
- Research and shipping fees may apply.
- Licensing fees may apply to works in which The Ohio State University holds copyright.

Audio Visual Reproduction

- Vendor fees + 50%.
- Scholarly or non-profit publication cost is vendor fees + 10%.

Additional Specifications/Instructions:

Delivery for Image Reproduction:

File Transfer Service

- Recipient Email Address (if different from contact): _____

I assume full responsibility for conforming to the laws of copyright, libel, and literary property rights which may be involved in using any document. I have read, understand, and agree to abide by the terms set forth in this Research Registration and Handling Policy. By signing, I warrant that the above information is accurate.

Signature: _____ Date: _____

Submit completed form to: cartoons@osu.edu

Title/Subject	Author/Artist (if available)	Call# Box-Folder#	Page Numbers	Identifier/Digital ID search library.osu.edu/dc



Title/Subject	Author/Artist (if available)	Call# Box-Folder#	Page Numbers	Identifier/Digital ID search library.osu.edu/dc