

IMAGE REPRODUCTIONS ORDER FORM

RESEARCHER'S NAME (PRINT) _____

RESEARCHER'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK TELEPHONE (____) _____ HOME TELEPHONE (____) _____

EMAIL ADDRESS: _____

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions 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 judgment, fulfillment of the order would involve violation of copyright law.

Please contact staff and describe your request before sending order forms. You will then be contacted by a staff member to discuss your request. Please do not send any form of payment until you are first billed by the staff for any orders.

RESEARCHER'S NAME (SIGNATURE) _____ DATE _____

RESEARCHERS MAY PICK UP THEIR SCANS IN THREE BUSINESS DAYS OR MAY REQUEST THAT WE MAIL THEM.

University-related Account # _____						
Delivery On Patron's CD _____ On ECU CD _____						
Flag #	Coll., Box & Folder #	Item Description	Item Date	Type and density of Digital File	Type of Laser Print	Cost
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
Total Number of Images from Back						
Total Number and Cost of Images						
Cost of CDs Provided by ECU						
Cost of Postage and Insurance						
Total Cost						

RETRIEVAL: ___ Will Wait ___ Will Pick Up ___ Please Mail

RE-FILED BY: _____ DATE: _____

ORDER TAKEN BY: _____
(STAFF MEMBER'S NAME)

Flag #	Coll., Box & Folder #	Item Description	Item Date	Type and density of Digital File	Type of Laser Print	Cost
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
TOTAL TO CARRY FORWARD						