SCAN REQUEST FORM

- The Ohio University Libraries reserves the right to limit a scanning request for any reason.
- Ohio University Libraries charges reproduction fees (see chart below) and use fees for publication/public presentation (see chart below).
- Requesters will receive an invoice via email, payment must be received in advance of receiving scans.
- Scan requests may take up to fifteen business days to be filled.
- Requesters are expected to abide by copyright.*
- Scans will be delivered as a 300dpi high quality jpg

DATE: ____________________________________________________________________________

NAME: __________________________________________________________________________

EMAIL: __________________________________________________________________________

PHONE #: _________________________________________________________________________

Institution (if not OU): __________________________________________________________________________

For Departmental Charges, complete the following information:

Department Name: _______________________________________________________________________

Account Number: __ __ __ - __ __ __ __ - __ __ __ __ - 531000 - __ __ __ __ __ __ __ __

Authorized Signature: ___________________________________________________________________

SCAN REQUEST:

Material to be scanned, with description:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Number of pages/items to be scanned: __________________________________________________________________
REPRODUCTION FEES:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fee for Ohio University students, staff, faculty, departments &amp; units</th>
<th>Fee for public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Scans</td>
<td>No charge for up to 20 scans, then $20.00 processing fee plus .25 cents per additional page</td>
<td>No charge for up to 5 scans, then $20.00 processing fee plus .25 cents per additional page</td>
</tr>
<tr>
<td>Hi-Resolution Scans</td>
<td>No charge for up to 5 scans, then $20.00 processing fee plus $5 per additional scan</td>
<td>$20.00 for the first scan/$5.00 for each additional scan</td>
</tr>
<tr>
<td>Film/Video/Audio</td>
<td>Available upon request</td>
<td>Available upon request</td>
</tr>
</tbody>
</table>

USE FEES

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fee for Non-Profit or Ohio-based Business</th>
<th>Fee for For-Profit, non-Ohio Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>$25.00/page</td>
<td>$75.00/page</td>
</tr>
<tr>
<td>Photograph</td>
<td>$25.00/image</td>
<td>$75.00/image</td>
</tr>
<tr>
<td>Film/Video/Audio</td>
<td>$100.00/minute</td>
<td>$200.00/minute</td>
</tr>
</tbody>
</table>

Documentation of non-profit status or business location may be requested.

Intended use of materials:

Please complete a use permission form if scan will be used for publication/public presentation.

*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 specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the 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.