

## Brooklyn Collection Photograph Copywork Agreement

Use this form to order 8"x 10" black and white photographic reprints or digital copies of images that appear in the Brooklyn Public Library catalog. For oversized or specialty prints, contact the Brooklyn Collection. Specify intended use below; for other than non-commercial personal or educational use, a use fee will be added to the total cost. Please consult the use fee schedule and contact the Brooklyn Collection. Phone: 718-230-2762 Fax: 718-857-2245

### Requestor

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Photographs Requested			Digital (300 ppi)		8" x 10" Print		Cost
Call #	Notes		TIFF	JPEG	Glossy	Semi-matte	\$35 each
1.							
2.							
3.							
4.							
5.							
						Reproduction Fee:	
						Rush Fee (50% of above):	
						Use Fee:	
						<b>Total Amount Due:</b>	

**The undersigned agrees to the following:**

Full credit must accompany each image as follows:

Either: **Brooklyn Public Library—Brooklyn Collection**

Or: **Brooklyn Museum/Brooklyn Public Library—Brooklyn Collection**

*(The correct credit line may be found by referring to the "cite as" line of the catalog record. If in doubt, please contact Brooklyn Collection staff.)*

This application permits one time, non-exclusive use for the purpose listed below, according to the Brooklyn Public Library-Brooklyn Collection Use Fee Schedule. Any subsequent use of the photograph(s) described above must be requested in writing. Additional fees will apply. The photograph(s) described above may not be loaned, sold or given to any commercial agency, person or organization. In permitting the use of the photograph(s), the Brooklyn Public Library-Brooklyn Collection does not surrender its own rights to use or grant others permission to use the photographs. A copy of the work containing the photograph(s) must be provided without charge to the Brooklyn Public Library-Brooklyn Collection.

In requesting a copy of the photographs described above, the undersigned assumes all responsibility for any copyright infringement that may arise through the use of the requested copies and agrees to hold harmless the Brooklyn Public Library-Brooklyn Collection from any action involving infringement of the rights of an author or his or her heirs or descendants in common law or under statutory copyright.

**I accept the above conditions and apply for permission to reproduce the above images:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send the completed form and a check or money order payable to Brooklyn Public Library-Brooklyn Collection to:**  
 4/Brooklyn Collection  
 Brooklyn Public Library  
 Grand Army Plaza  
 Brooklyn, NY 11238 Attn: Photo Orders

**Permission requested for (circle one):**

Personal non-commercial use      Educational use  
 Book   Magazine   Catalog   Film/Television   Web site   Exhibition   Other \_\_\_\_\_

*Please note: For any use other than personal non-commercial or educational use, a use fee will apply.*

Request approved: \_\_\_\_\_ Date: \_\_\_\_\_