

**Union College Library Heritage Room
Visual Image Order and Use Agreement Form**

Name: _____ U.C. Username (if applicable): _____ Date: _____
 Mailing address: _____
 Phone #: _____ Email address: _____

Fulfillment of this request may take up to two weeks to complete, and only after receipt of this completed and signed form along with payment. **We reserve the right to refuse any and all orders even if advance payment has been made. A full refund will be made on all orders that are refused.**

Intended Use (i.e. personal interest, genealogy, dissertation, article, book, public exhibit, film, video, etc., list publication run): _____

By signing this Visual Image Order and Use Agreement Form, I agree that the images I have requested will be used only as I have indicated above, and further agree to all of the conditions as stated herein. I assume any and all liability for possible copyright infringement for the use made of the image copy requested.

Agreed to: Signature of Applicant: _____ **Title:** _____ **Date:** _____

Copies Requested:

Call # _____ Title or name: _____
 Call # _____ Title or name: _____
 Call # _____ Title or name: _____
 Call # _____ Title or name: _____

Format needed:

On paper (inkjet (color) or laser printout): Size (8" x 10" max): _____
 Electronic file: jpg gif tif bmp psd (PhotoShop)
 Delivery: CD-R Email (cannot guarantee result)

Cost:

User Status	Price per Photo/Image
Union College department	Free
Individual attending/working at UC representing only themselves and image request is for their personal use; not for publication of any kind.	\$15
Non-profit and church related entities (individual or group). One time use such as in a printed publication.	\$35.00
Non-profit and church related entities (individual or group). Multi-use including posting on a web site, video production, etc.	\$35.00
For-profit entities (individual or group). One time use such as in a printed publication.	\$50.00
For-profit entities (individual or group). Multi-use including posting on a web site, video production, etc.	\$75.00

Cost of images (from table) US\$ _____ + Shipping \$5.00 (for standard mail to USA & Canada) =
 Total Cost US\$ _____

Payment:

Payment is expected before the copies are sent unless other arrangements are made.
 Checks payable (in US dollars) to Union College Library are preferred.

Mail this form along with payment to:
Heritage Room, Union College Library, 3800 South 48th Street, Lincoln, Nebraska 68506

Office Use: Date Request Received: _____ Fulfilled by: _____ Verified: _____ Sent: _____