

DUPLICATION AND USE REQUEST FORM

NAME		DATE NEEDED BY
INSTITUTION OR COMPANY		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL (WILL BE USED FOR ALL CORRESPONDENCE AND DELIVERY OF DIGITIZED CONTENT)	

Requestor (select one)

- Commercial entity or individual on behalf of such commercial entity
- Non-commercial entity (Please select one from the dropdown list):

Requested Purpose (select one)

- Research/reference/educational/personal use only
- Publication/presentation/exhibit/broadcast/advertising - Please provide further information below.

PUBLICATION/PRESENTATION/EXHIBIT INFORMATION

Material will appear in:

TITLE OF PUBLICATION/PRESENTATION
PUBLISHER/PRODUCER
EXPECTED PUBLICATION/RELEASE DATE
PRINT RUN (IF PRINT PUBLICATION)
LANGUAGES

Citation and/or Credit Line: Proper credit should accompany all items used. Special and Area Studies Collections staff will provide credit and/or citation information.

GUIDELINES AND PROCEDURES FOR COLLECTION DUPLICATION AND USE

Collections held by the Special and Area Studies Collections (SASC) are open to all researchers. Most material can be duplicated subject to the regulations outlined below.

1. All researchers requiring duplications of material from collections held by SASC must complete the agreement and duplication form describing the item(s) desired. If you have a deadline for the receipt of materials, please indicate the deadline on the form.
2. All researchers requesting use of material from collections held by SASC must indicate the intended use. No use fee will be charged.
3. Please allow 25-30 business days for standard duplication requests to be completed. Some requests may require less or more time depending on the desired duplication. Duplication from audio and video collections must allow a minimum of 6 (six) weeks for completion.
4. RUSH services are based on availability of staff. Please clearly indicate any RUSH needs in the date needed by box on the first page of this form.
5. University of Florida departments and offices using images from SASC for University purposes shall not be charged a Duplication Fee.
6. University of Florida students using images from SASC materials in their Dissertation or Thesis shall not be charged a Duplication Fee.
7. Not all duplication requests can be accommodated due to material format, donor restriction or preservation concerns.
8. At this time, the only acceptable form of payment is check. Requests will be processed once payment is received.
9. **Copyright and Third Party rights:** Unless otherwise indicated, the University of Florida may not be the owner of the copyright in these images. You have responsibility for determining copyright status prior to reusing, publishing or reproducing this item for purposes other than what is allowed by fair use (17 U.S.C. §107) or other copyright exemptions. Any reuse of this item in excess of fair use or other copyright exemptions requires permission of the copyright holder and you agree to obtain such permission from third parties as may be required for your use.
10. **Liability:** The entire risk as to the use of the duplicates provided herein are assumed by the Requestor. You agree to defend, indemnify, and hold harmless the University of Florida and its officers, employees and agents from and against any and all liability, including costs and expenses, arising from the violation of rights of ownership, infringement of copyright, or invasion of privacy, or claims of libel, that may result from your use of the images.
11. ADA requests for duplication shall be accommodated appropriately.
12. SASC reserves the right to alter these policies at any time.

By signing this document, I agree to abide by the SASC duplication guidelines and procedures.		
NAME (PRINTED)		
BY TICKING THIS BOX, YOU AGREE TO ABIDE BY ALL THE GUIDELINES AND PROCEDURES POSTED ABOVE: I AGREE: <input type="checkbox"/>		
DATE	APPROVED BY [STAFF USE ONLY]	JOB NAME [STAFF USE ONLY]

DUPLICATION FEES

CATEGORY 1: UF Faculty and Students, State of Florida residents, non-profit organizations

IMAGING SERVICES:

Original Scanning: Images will be scanned from the original at appropriate dpi at 100% size, delivered as TIFF, RGB color unless otherwise specified

<u>Format:</u>	<u>Cost:</u>
First 5 images per month	FREE
Image, each, 11 by 17 or less	\$5.00
Image, each, over 11 by 17	\$7.00

Retrieval of existing scans: (TIFF or JPEG based on use)

<u>Format:</u>	<u>Cost:</u>
First 5 images per month	FREE
Image, each (JPEG)	\$1.00
Image, each (TIFF)	\$3.00

Maximum imaging fee per volume/item: \$200

Audio/Video Duplication:

Please contact the Digital Services Specialist (libspecdup@uflib.ufl.edu) regarding the cost of digitization of audiovisual materials.

Delivery of content:

- Online: Free
- Via CD/DVD* (each) \$5
- *Domestic postage included

RUSH FEE: Double original invoice

CATEGORY 2: Commercial entity or individual on behalf of such commercial entity.

IMAGING SERVICES:

Original Scanning: Images will be scanned from the original at appropriate dpi at 100% size, delivered as TIFF, RGB color unless otherwise specified

<u>Format:</u>	<u>Cost:</u>
First 5 images per month	FREE
Image, each, 11 by 17 or less	\$10.00
Image, each, over 11 by 17	\$12.00

Retrieval of existing scans: (TIFF or JPEG based on use)

<u>Format:</u>	<u>Cost:</u>
First 5 images per month	FREE
Image, each (JPEG)	\$3.00
Image, each (TIFF)	\$5.00

Maximum imaging fee per volume/item: \$300

Audio/Video Duplication:

Please contact the Digital Services Specialist (libspecdup@uflib.ufl.edu) regarding the cost of digitization of audiovisual materials.

Delivery of content:

- Online: Free
- Via CD/DVD* (each) \$10
- *Domestic postage included

RUSH FEE: Double original invoice

Please list content to be duplicated via scanning on these rows. (Please use additional space below if necessary.)				
Collection Name or Call number	Exact title or description	Box and/or Folder number	Items to be copied	Special NOTES

Please list content to be retrieved from the University of Florida Digital Collections web site on these rows. (Please use additional space below if necessary.)					
No.	Title	Web address/UFDC URL	No.	Title	Web address/UFDC URL
1.			4.		
2.			5.		
3.			6.		

Preferred delivery method: (Please select one) Download DVD/CD

File format preferred: (Please select one) TIFF JPEG

<p>Submit a paper copy of this completed form to the following address OR email the completed .pdf to: Terry Phillips Email: libspecdup@uflib.ufl.edu Digital Services Specialist Phone: 352 273 2756 University of Florida Smathers Libraries PO Box 117005 Gainesville FL 32611 -7005</p>	<p>Process:</p> <ol style="list-style-type: none"> 1. You will receive an email with your invoice total and preferred citation format within 1 week of the completed Duplication and Use Request Form being received. 2. Please send a check for the invoice amount made out to the University of Florida to the address at left, <i>including a paper copy of the invoice.</i>
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FOR OFFICE USE ONLY		
Date Request Recv'd	Will there be an invoice: YES NO	Check Number
Scan @ DPS SASC	Date Invoice Sent	Date content delivered
# of Images =	Date Payment Received	Content delivery method

Please list content to be duplicated via scanning on these rows.

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No.	Title	Web address/UFDC URL	No.	Title	Web address/UFDC URL
7.			13.		
8.			14.		
9.			15.		
10.			16.		
11.			17.		
12.			18.		