

# **REPRODUCTION ORDER FORM**

# Please read overleaf before completing

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Bill to	Order #/-   Ship to (If different from billing address)
Name	Name
Business/Inst	Business/Inst
Address	
City	
State Zip	
Phone Fax	_ Phone
Mail order to above address 🗌	Email

# NOTE:

Email when order is ready

- Payment in advance is required. Money Orders or Bank Drafts must be made payable to NATIONAL LIBRARY 1. OF JAMAICA. We also facilitate Online payments via credit card through our website located at <u>www.nlj.,gov.jm</u>. For rush orders a 25% service charge is applicable.
- Orders supplied may not be returned for credit. 2.
- If orders are to be mailed, or sent by courier, all charges are to be paid in advance by the applicant. The Library 3. assumes no responsibility for damage or loss.

## IMAGE REQUESTED

Quantity	Size	Reference/ Description/ Title	Hard/Soft Copy	Matte, Glossy, Semi-Matte	B & W	Colour	Price
Quantity	SIZC	Kelerence, Description, The	Сору	Semi-Matte	baw	Colour	The

## PLEASE READ AND SIGN BELOW AS ACCEPTING THE TERMS

#### A. Conditions determining the supply of reproduction of images

- 1. *Rarity of the Material*. In determining the rarity of material the following are given consideration: age and provenance of the item (national publications taking precedence), first editions, limited editions, autographed copies, out of print.
- 2. *Physical Condition of the Material*. If the item requested is considered too fragile or extensively damaged, and needs 'special handling', (i.e. needs to be dismantled or a great deal of work done in terms of repair) the material may not be reproduced.
- 3. Access and Duplication agreements governing donated material.
- 4. *Copyright Status* of the material. Reproduction, regardless of medium of reproduction is governed by the <u>existing</u> <u>copyright laws.</u>
- 5. For material out of copyright The National Library of Jamaica will not generally duplicate an inordinate portion; (Inordinate amount being more than 25%).
- 6. For purposes <u>other than research and study</u> including exhibitions and publications requests for reproduction will be considered on a case by case basis and the NLJ **reserves the right to refuse to reproduce any item in its collection**.
- 7. The resolution at which the reproduction is given is dependent on the size of the original image and the purpose for which the copy will be used.
- 8. Requests for reproductions must be made by way of the Image Order Form overleaf.

#### B. Restrictions on reproduction of images supplied

- 1. It is strictly prohibited to deposit the images supplied with another individual or repository.
- 2. For reproduction of images supplied all responsibility for questions of copyright that may arise must be assumed by the applicant.

#### C. Declaration

I will not quote from, publish, reproduce or broadcast any material in this copy, in whole or in part without written permission from the copyright holder.

I agree to indemnify and hold harmless the Board of the NLJ and its staff against all suits, claims, actions and expenses arising out of my use of images supplied, including, but not limited to the production, sale, distribution or use of copyright material.

I hereby declare that the image(s) received will be used for the following purposes (check all that apply):

Signature		Date			
Data of and an		Date needed			
Pleas	Please allow at least 5 days for processing order				
Received by (User)		Date received			
	OFFICIAL USE				
SPECIAL COLLECTIONS DEPT.	DIGITAL STUDIO	ACCOUNTS DEPT.			
Received by	Date sent to copier	Invoice #			
Request approved	Copier's Signature	Receipt #			
Request denied	Date returned	Date Paid			
Signed					
Head of Department					