

Conditions of order and use

1. Copyrighted material will be copied in accordance with copyright law (Title 17, U.S. Code) and the CONTU Guidelines. Written permission from copyright owner or payment of a royalty fee may be required. The copyright law 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 other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for a purpose in excess of "fair use," that user may be liable for copyright infringement. All responsibility for use of the reproductions is assumed by the applicant. 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.
2. The Library of Congress can neither grant nor deny permission to copy or publish photographs and other reproductions purchased from this office. It is the recipient's obligation to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing, or otherwise distributing materials received from the Photoduplication Service. If material photographed from the Library's collections is published, a credit line, "Courtesy of the Library of Congress," will be appreciated.
3. The Library will generally make reproductions of materials in its collections for research use. This service is provided for research purposes in lieu of loan of the material, or in place of manual transcription. Certain restricted material cannot be copied. The Library reserves the right to decline to make reproductions requested, to limit the number of copies made, or to furnish positive prints in lieu of negatives.
4. Payment in advance is required. Payment can be made by check, money order, credit card, deposit account, or formal purchase order. Formal purchase orders will be accepted from U.S. organization, U.S. libraries and academic institutions, and U.S. government agencies only; a \$5.00 billing fee will be added to the cost of the order. Checks and money orders must be drawn on a U.S. bank and made payable to Library of Congress, Photoduplication Service. The Library accepts MasterCard, American Express, Discover, and Visa credit cards. Deposit accounts require an initial \$250.00 deposit.
5. Additional charges may be applied to orders requiring the following special services:
 - a. Reference work required to identify citations.
 - b. Collation of materials for copying.
 - c. Cost quotations.
 - d. Searching of Copyright Office records for registration and renewal data.
 - e. Reference or laboratory work completed on subsequently canceled orders.
 - f. Work requiring special handling including rush service, adherence to detailed technical specifications, special camera set-ups, and on-sight filming of material which cannot be brought to the laboratory.
6. Cancellation Policy: Regular orders may be canceled within 3 days after order is submitted for a full refund minus the processing and search fee. Rush orders may be canceled within 24 hours after order is submitted for a full refund minus the processing and search fee.
7. Photographic negatives in the Library of Congress come from many sources and vary considerably in technical quality. The fee for regular service provides the purchaser with a photographic print of custom (not exhibition) quality. It does not provide for special paper, special effects, and does not guarantee a print identical to the file print. It is the policy of the Photoduplication Service to print the entire negative. Special service to ensure prints of exhibition quality is available for a higher fee. Specific printing instructions for any cropping and/or special effects for each print must accompany the order and additional fees will apply.
8. No returns, refunds, or exchanges after 30 days.
9. To reduce the possibility of damaging the Library's collection of duplicate negative microfilm, only orders to print complete rolls of positive microfilm will be accepted; portions of reels will not be supplied.
10. The Library is not responsible for providing captions or identifying information for prints obtained through the Photoduplication Service. The Photoduplication Service will facilitate the process of identifying images reproduced by writing existing negative numbers on the verso of the prints. If a problem with identification arises, please contact the Prints and Photographs Division for assistance.
11. The Library is not responsible for loss or damage to shipments outside the continental United States unless the purchaser gives written instructions to provide insurance at added cost. Partial shipments of large orders may be made at the Library's discretion.

Job Number

Library of Congress
 PHOTODUPLICATION SERVICE
ORDER FOR DIGITAL REPRODUCTIONS

Instructions: Read "Conditions of Order and Use" on the preceding page, and sign acknowledgement statement below. Please type or print information clearly. Do not complete shaded areas. Make check or money order payable to Library of Congress, Photoduplication Service. Credit card payment by MasterCard, Visa, American Express, or Discover is accepted. Return form to Library of Congress, Photoduplication Service, 101 Independence Ave SE, Washington, DC 20540-4570. You may also fax your order to (202) 707-1771 or e-mail your order to photoduplication@loc.gov. For further information, call the Photoduplication Service, Public Service Section on (202) 707-5640.

Date of Request	Customer's E-mail Address	Customer's Phone No. ()		Deposit Account No. / Order No.	
Customer's Name		Office	Reference	Laboratory	
Address		For Office Use Only			
City, State, Zip Code					
Attn:					
Delivery Mode <input type="checkbox"/> Customer Pick Up <input type="checkbox"/> Mail <input type="checkbox"/> Federal Express <input type="checkbox"/> Other:					
Delivery Service Customer Account No.	Delivery Address Phone No. ()	I hereby note and accept the "Conditions of Order and Use." If applicable, credit card information is correct and payment will be made. I understand there are no returns, refunds, or exchanges after 30 days. Signature: _____			
If Credit Card Payment: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover	Credit Card No: - - - Expiration Date: /				
Type of Digital Service: <input type="checkbox"/> Digital Print <input type="checkbox"/> File on CD <input type="checkbox"/> Print & CD					
ITEM IDENTIFICATION (i.e., Title, Digital ID No., Call No.)	Print Size	Quantity		Unit Price	Amount
		Glossy	Matte		
	" x "			\$	\$
	" x "			\$	\$
	" x "			\$	\$
	" x "			\$	\$
	" x "			\$	\$
	" x "			\$	\$
Special Instructions:	Non-refundable Processing Fee:				\$
	Surcharge for Special Services:				\$
	Packaging and Mailing:				\$
	Rush Service Fee:				\$
	Final Cost:				\$

For prompt, accurate shipment, fill in the following mailing label. Please type or print clearly in ink.

The Library of Congress
 Photoduplication Service
 101 Independence Ave., SE
 Washington, DC 20540-4570

OFFICIAL BUSINESS
 PENALTY FOR PRIVATE USE \$300

Name:
 Order No./Attn.:
 Address:
 City, State, Zip Code: