

PHOTOGRAPH ORDER FORM

Carnegie Library for Local History
1125 Pine Street, Boulder, CO 80302 (303-441-3110)

For information: <https://boulderlibrary.org/services/local-history/carnegiephotographic-reproduction-policies/>

Call & photo number or description	dpi	OneDrive or CD	Other Instructions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

() Additional photos listed on reverse side.

Name (print): _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

State specific purpose for which photographs are requested (give details):

(1-5 photos one week delivery, Rush order completed in 3 business days)

Due Date: _____

Camera use fee paid on: _____

BHS use form filled out: _____

SUMMARY OF CHARGES

of 600 dpi scans @ \$10.00 _____ \$ _____

of 1200 dpi scans @ \$25.00 _____ \$ _____

Rush charge (double total scan fee) _____ \$ _____

of CDs @ \$4.00 _____ \$ _____

Mailing fee \$3.00 _____ \$ _____

TOTAL Scan fee _____ \$ _____

By signing my name below, I agree to the following:

- Copies of photographs ordered from the Carnegie Library for Local History shall not be sold, copied, deposited, or placed on file in any other archive, library, museum, or similar repository. Questions about copyright are the responsibility of the user.
- Boulder Historical Society (BHS) photos or Boulder Daily Camera photos require completion of the organization's photograph use form when the photos are to be used for any purpose other than personal use.
- Photos will be attributed as follows for any published work:
 - Photos owned by the Carnegie Library: Carnegie Library for Local History
 - Photos from the Boulder Historical Society: Carnegie Library for Local History/Museum of Boulder Collection
 - Photos from the Boulder Daily Camera collection: See the photo use forms for proper citation.
- If requested by staff, I will donate to Carnegie a complimentary copy of any book or film in which photographs from the Carnegie Library are used. (Please Circle one) **YES NO**

Signature: _____ Date: _____

Please include mailing address if it is different than the one provided on the front page of this form:

Make checks payable to Boulder Public Library and mail to: Carnegie Library for Local History, Photo Reproduction, 1125 Pine St., Boulder, CO 80302.

Pay by credit card: email the order form to photorequest@boulderlibrary.org and call 303-441-3110 during operating hours with credit card information.

Additional Photos:

Call & photo number or description	dpi	Dropbox or CD	BHS or Daily Camera photo
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____