

Enoch Pratt *free* Library Image Request Form

Please remit this form to:
Special Collections Department
Enoch Pratt Free Library
Baltimore, MD 21201
Phone: 443-984-2451
Fax: 410-396-9537
Email: spc@prattlibrary.org

Name _____
Organization _____
Address _____
City _____ State ____ Zip _____
Phone _____ Fax _____
Email _____

Copyright Notice: Title 17 of the United State Code governs the reproduction, distribution, display, performance, and creation of derivatives, of copyrighted material. Copyright resides with the author of a Work. The Enoch Pratt Free Library does not hold copyright to all of the original Works in its collection. Use of any images listed on this form which may be subject to copyright must first have written permission for use from the owner, heirs or assigns of the original material. Requesting and/or using any material in excess of fair use may make the user liable for copyright infringement.

Images requested:

Image Identifier no. (for existing file) or Call no.	Title or Description, Author/Creator, Date, etc.

Additional items (please attach list)

Use of images:

- Research
 Display
 Book/Periodical
 Website
 CD/DVD
 Television or Motion picture
 Posters, calendars, pamphlets, postcards, fliers, etc.
 Other: _____

Type of publication/use:

- Commercial
 Non-profit or Government Use (e.g., 501(c)(3) or 501(c)(6))
 Personal Display
 Research

Title of Publication/Project _____

Author/Creator _____

Title of Article (if appearing in a periodical or journal article) _____

Publisher or Producing Entity _____

Anticipated Date of Publication/Broadcast _____

Placement: Interior Cover Print run/no. of copies _____

Delivery method:

- Email or FTP
 CD/DVD by regular mail

Please note:

- The standard images provided for publication are 600 ppi TIF files; however, resolution may vary depending on the size of the original item. Resolution of the image provided will never be *less* than 300 ppi.
- Prepayment by check is required for all orders.
- Turnaround time for orders requiring original scanning or digital photography is 2-4 weeks from receipt of prepayment. Turnaround time for orders of existing images is 1-2 weeks from receipt of prepayment.