



Photo Order Inquiry Form

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To place an order for a photo reproduction, please provide the information requested below. The Photo Research & Permissions Librarian will contact you within 7 business days to confirm your order.

Name: _____ Date: _____

Institution/Organization [if applicable to order]: _____

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Telephone: _____ Email address: _____

Photo information (e.g. scan number, Object ID, negative number, call number, description, location):

Intended use of photo:

- Personal Use (research or home display)
- Publication (book, magazine, report, etc.)
 - Publication Title: _____
 - Article Title [if applicable]: _____
 - Author(s): _____
 - Publisher: _____
 - Date of Publication [can be tentative]: _____
 - Anticipated Print Run: _____ E-book or digital format? Yes No
- Television or Film Production
 - Title: _____
 - Episode Title [if applicable]: _____
 - Production Company: _____
 - Broadcast or Release Date: _____
- Public Display (provide brief description) _____
- Website Display (provide URL if known) _____
- Other _____

Photo format requested:

- Low resolution digital file, 100 dpi High resolution digital file, 300 or 600 dpi
- Delivery: Email CD — pickup US Postal Service FedEx UPS
- Print
- Dimensions: _____ Finish: matte or glossy
- Delivery: pickup US Postal Service FedEx UPS

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