



## Photographic Reproduction Order Form and Agreement

Date: \_\_\_\_\_ Name / Contact Information: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Purpose of Reproduction: \_\_\_\_\_

Photo Title/ Description	Stack Location	Size/ Quantity	Cost

\*if image hasn't already been scanned, we charge \$10 per image to scan it.  
 Postage (if applicable): \$5.00  
 Total: \_\_\_\_\_

## Conditions

1. Every attempt will be made to fill the order as promptly as possible. **However, no deadlines will be accepted.**
2. Fees for reproduction are based on the "Schedule of Fees" approved by Elgin County Council and are to be consistently applied.
3. The Archives uses an external service provider for all reproductive work. All work will be completed to the highest quality possible. However, patrons should understand that there may be limitations on reproduction due to the original quality of the negative/print or limitations in equipment. **Patrons must agree to accept all photographic work as provided.**
4. This agreement pertains to hard-copy reproductive work only. **Scanning of original negatives or photographs will not be permitted without the permission of the Archivist.**
5. Copy negatives resulting from all reproductions are the sole and exclusive property of the Elgin County Archives.
6. This agreement is for one-time reproduction only. The Elgin County Archives retains copyright and intellectual property control over any images reproduced. If the Archives is not the copyright owner, permission must be obtained in writing and be attached to this agreement before any reproduction can proceed. The researcher bears all legal responsibility for any infringements of copyright relating to the use, reproduction, distribution, exhibition or publication of the requested images and shall not hold the Corporation of the County of Elgin liable in this regard.
7. Permission to publish any image, be it in hard-copy or electronic form, is governed by the Archives' "Reproduction and Credit Agreement". Such an agreement must be established before any image can be further reproduced in any form.
8. Exhibition or display of reproduced images must be accompanied by the following statement: **"Courtesy of Elgin County Archives"**. Photo source numbers should be cited whenever possible.

The Applicant has read, understood and agreed to the foregoing, acknowledging same by undersigning and dating this agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Elgin County Archives approves this application based on the conditions established above.

\_\_\_\_\_  
Authorized Representative,  
Elgin County Archives

\_\_\_\_\_  
Date