



# CITY OF EDMONTON ARCHIVES

10440 - 108 Avenue, Edmonton, Alberta T5H 3Z9

Ph.(780) 496-8711 Fax (780) 496-8732 Email: cms.archives@edmonton.ca

## PHOTOGRAPHIC REPRODUCTION ORDER FORM

Name:	Phone No.:	Email:
Address:		

**Copyright restrictions may apply to photographs being used for publication, public exhibition, commercial use, etc.**

### READ CONDITIONS OF SALE ON REVERSE – SIGNATURE REQUIRED

#### PURPOSE / USE OF PHOTOGRAPHIC REPRODUCTIONS:

Indicate how you will use the image reproduction – please check:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Private research, study | <input type="checkbox"/> Public Display (no admission fee)  | <input type="checkbox"/> Public Display (w admission fee)      |
| <input type="checkbox"/> Home or Office Display  | <input type="checkbox"/> Print publication (scan only)      | <input type="checkbox"/> Commercial Use - please explain _____ |
|  | <input type="checkbox"/> Website (low resolution scan only) |  |

Qty	Photo No.	Size	Description

#### FEES:

5 x 7 print	\$15.00	Scan to CD	\$20.00 per image
8 x 10 print	\$20.00	Poster – 16 x 20	\$35.00
11 x 14 print	\$30.00	Postage – Canada	\$ 5.00
16 x 20 print	\$45.00	Postage – International	\$12.00
20 x 24 print	\$60.00		
Panorama - prints only \$30.00 (6-18"); \$60.00 (over 18-36"); \$100.00 (over 36")			

Debit, Visa, MasterCard, and American Express accepted

Orders take 10-12 working days to process. **No custom or rush orders.**

### DO NOT PUT CREDIT CARD INFORMATION ON FORM

To pay by credit card via phone, please call the Reception Desk at 780-496-5989.

FOR ARCHIVES USE ONLY			ORDER NO.
Photograph Charges	# Ordered	Cost	Tender Type: Internal Transfer or other
Reproduction (5x7, 8x10)		\$	Date Completed:
Reproduction other (size)		\$	
Scan to CD		\$	Date mailed:
Commercial Use		\$	
Postage		\$	
<b>Total</b>		<b>\$</b>	<b>Total Amount Pre-Paid \$</b>

Personal information on this form is collected in accordance with Alberta's *Freedom of Information and Protection of Privacy Act* and will be only used to respond to your request

**CONDITION OF SALE OF PHOTOGRAPHIC REPRODUCTIONS:**

All orders must be pre-paid. Orders take approximately 10-12 working days to complete. Large orders (more than 10 images) will take longer.

Orders must be picked up within 90 days of notification that the order is complete. After 90 days unclaimed photos will be available for resale. Once the order is picked up, 30-day refund or exchange only.

The photograph (printed or digital file) is reproduced only for the purpose indicated on the form by the purchaser.

**Providing credit is a condition of purchase and use of all photographs from the City of Edmonton Archives** including images in the Public Domain or under copyright restrictions. The credit enables other viewers to find the image. The credit must include the archives name and the image number for each image (ex: City of Edmonton Archives EA-10-100).

Photographs for private use (research, home/office display), in print or digital formats, are watermarked with the credit.

Photographs for publication (print, display, online, broadcast) may be provided without the credit watermark. The user agrees to provide the credit including the archives name and the photo number for each image (e.g. City of Edmonton Archives EA-10-100) and the credit must be placed near the image or in a special credits section.

Digital reproductions of images:

- for online use will be of low resolution and must retain the embedded metadata;
- for personal research/home display will be of medium resolution and may be printed for such purposes;
- for publication use will be of high resolution.

For publication use (print, display, online, broadcast), this permission gives the purchaser non-exclusive use, all languages and world rights, for 10 years. Credit must be provided.

For commercial use (images used on items for resale such as framed images, coffee mugs, postcards, t-shirts, etc.), a commercial usage fee of **\$100.00** (which includes a digital scan) will be levied. The agreement gives a non-exclusive, one-time use for all languages and world rights for 1 year. Credit must be provided

For images used in print publications, unless it is specifically waived, one copy of the publication will be sent to the City of Edmonton Archives immediately upon publication. All expenses for shipping and handling are to be borne by the applicant.

Photographic prints and/or digital files may not be copied, scanned, exhibited, resold or used for any purpose other than that specified at the time of purchase. Negatives or other forms of reproductions may not be made without permission.

Prints and/or digital images shall be reproduced in their entirety and will not be reformatted, changed, cropped or re-touched unless written permission is obtained from the City Archivist.

The purchaser assumes all responsibility under the terms of the *Copyright Act* for use of images obtained from the City of Edmonton Archives. The purchaser agrees to hold the repository and its agents harmless against any and all claims arising or resulting from the use of the material and shall indemnify the repository and its agents for any and all costs and damages arising or resulting from any unauthorized use.

**I have read and I agree to comply with the above conditions of sales of photographic reproductions.**

Signature

Date