

Long Island Collection Image Reproduction Request Form

Name (& Organization) _____

Address _____

Phone _____ Fax _____

E-mail _____

Do you have a *DEADLINE*? (Not all deadlines can be met.) _____

Intended use of image(s)

(Topic, purpose, and name of publication if applicable.)

Item(s) to be reproduced (up to 3 per request)

(Include call number if available)

Format and Delivery Method Requested:

TIFF(cannot be e-mailed) JPEG Other _____ Resolution: 300 dpi (standard) Other _____

E-mail CD (CD to be picked up at the library _____ CD to be Shipped _____)

Fed Ex Number (if available and applicable) _____

I agree to assume all responsibility with laws regarding copyright. I have received a copy, read, and understand the Long Island Collection Image Reproduction Policy and agree to adhere to its conditions.

Signature

Date

If you would like an image reproduced, please complete the form and submit it to:

The Long Island Collection
East Hampton Library
159 Main Street
East Hampton, NY
11937

Fax: 631-329-7184 (daytime)

Or scan the completed form and send as an attachment to marci@easthamptonlibrary.org