

<div>Montana Historical Society Library &amp; Archives</div> <div>225 North Roberts • PO Box 201201</div> <div>Helena, MT 59620-1201</div> <div>Phone: (406) 444-4739 <a href="mailto:photoarchives@mt.gov">photoarchives@mt.gov</a></div> <div>Order Form for Copy Prints</div>		<div>Send to:</div> <div>Name:</div> <div>Firm/Agency:</div> <div>Address:</div> <div>City:</div> <div>Order No.</div> <div>Email:</div> <div>Telephone #:</div> <div>State:</div> <div>Zip:</div>					
<div>Please complete both sides of form, sign reverse, and return form with payment to the above address.</div>		<div>Order Taken By:</div>		<div>Date:</div>			
<div>Reproductions Requested</div>		<div>Type of Copy Prints</div>					
<div>Photo/Item Number</div>	<div>Caption or Description</div>	<div>MHS Use</div>	<div>\$15.00 5 x 7</div>	<div>\$20.00 8 x 10</div>	<div>\$30.00 11 x 14</div>	<div>\$50.00 16 x 20</div>	<div>Price</div>
<div>If requesting more than ten items, please attach a list with any additional items</div>				<div>Rush Order Fee:.....</div>			
<div>NOTICE: Material copied may be protected by copyright law (Title 17 U.S. Code)</div>				<div>Total Print Fee:.....</div>			
<div>For MHS Use Only</div>				<div>Shipping and Handling</div>	<div>U.S.....\$5.00 International....\$10.00</div>		
<div>Date Mailed:</div>		<div>Date Print Fee Received:</div>		<div>Invoice #:</div>		<div>Commercial Use Fee (See rates on webpage).....</div>	
<div>Date Commercial Use Fee Received:</div>				<div>Invoice #:</div>		<div>Grand Total.....</div>	

## REPRODUCTION POLICIES AND REQUIREMENTS

### DELIVERY:

We deliver most orders within 3-5 business days. Orders for items already digitized can be fulfilled more quickly, but large orders for items not already digitized may take up to 15 business days.

### RUSH ORDERS:

Rush orders are available for a rush fee that doubles the reproduction fees. A rush order simply moves your order to the front of the line and they are usually fulfilled within 2-3 business days. If there are no other orders in front of yours no rush fee will be charged. Double print prices example: 5x7 print is \$30.00 ·

### CREDIT OR REFUNDS:

The Library & Archives does not give credit or refunds on its reproduction services.

### ONE USE:

Permission is generally granted for one-time use only (except a request for worldwide rights for all media in perpetuity). Any subsequent use of an image requires the written permission of the Montana Historical Society Library & Archives.

### PUBLICATION / COMMERCIAL USE FEE:

- Images may be cropped to suit design and layout, but they may not be altered, colorized or drawn upon without prior approval from the Library & Archives in addition to a signed permission form.
- A permission application must be completed for publication and/or commercial use of an image.
- An additional fee is charged for each image that is used commercially.
- A credit line must be given and should read: Photo/Item #, Photographer (if known), Montana Historical Society Library & Archives, Helena, Montana.

### LOSS OF USE PRIVILEGES:

We reserve the right to refuse to provide reproductions to publishers or individuals who have not complied with our policies.

### COPYRIGHT RESTRICTIONS:

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.

- Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship or research. Use of reproductions for other purposes may make the user liable to copyright infringement.
- This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

---

---

### USE OF REPRODUCTIONS REQUESTED *(COMPLETE THE FOLLOWING INFORMATION):*

- ☐ Research  
☐ Personal Collection

- ☐ Publication/Commercial Use *(Complete Permission Application and indicate print run)*  
☐ Other *(Specify)* \_\_\_\_\_

*I hereby agree to the above policy conditions. It is understood that only single, one time use rights are granted, and further use of the reproduction(s) can only be made with written permission from the Society.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_