

**South Caroliniana Library – Photography Order**  
**Please read and sign the following before completing Side 2.**

(Please print)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PLEASE MAIL

\_\_\_\_\_ WILL PICK UP IN OFFICE

TELEPHONE \_\_\_\_\_ (Patrons will be called **ONLY** if there is a problem with the order.)

**CONDITIONS**

1. PAYMENT REQUIRED IN ADVANCE. THERE IS A SERVICE CHARGE ON ALL ORDERS MAILED BY THE LIBRARY.
2. Copying is handled by the Library staff because of the age, condition, and rarity of most of our holdings. The Library reserves the right to limit or refuse copying of items that may be damaged in the process.
3. Photograph orders usually require a minimum of three weeks. Services of a commercial photographer may be engaged, at a rate to be determined by the photographer, for materials that are difficult to reproduce.
4. Special permission for reproducing visual images for use beyond private use, research, and educational purposes must be obtained through written application to the Director, stating the use to be made of the material. A use fee will be assessed for each image published in book, magazine, video, digital, or any other format, including the internet. The fee will be waived for original scholarly publications.
5. The Library reserves the right, at its discretion and without explanation: to limit the number of copies; to restrict the use or further reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty. Photography orders must be signed by a Library staff member before work can be processed.

**NOTICE RE COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright materials. Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “fair use,” that user may be liable for copyright infringement.

All responsibility for questions of copyright that may arise in this copying and in the use made of the copies is assumed by the applicant. Copyright material will not be reproduced beyond recognized “fair use” without the signed authorization of the copyright owner. This institution reserves the right to refuse to accept a copy order if, in its judgement, fulfillment of the order would involve violation of copyright law. **By signing this form, the patron agrees: 1) not to use the image for any additional purposes other than those specified on this form, unless additional written permission is obtained from the Library Director, 2) not to duplicate or manipulate the image, as any such action constitutes copyright violation, 3) not to remove or crop the embedded credit line in scanned images.**

I hereby agree to the above conditions: \_\_\_\_\_

(Patron signature)

Staff Initials \_\_\_\_\_

