

# IMAGE REPRODUCTIONS ORDER FORM

RESEARCHER'S NAME (PRINT) \_\_\_\_\_

RESEARCHER'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK TELEPHONE (\_\_\_\_) \_\_\_\_\_ HOME TELEPHONE (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

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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.

**Please contact staff and describe your request before sending order forms. You will then be contacted by a staff member to discuss your request. Please do not send any form of payment until you are first billed by the staff for any orders.**

RESEARCHER'S NAME (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

**RESEARCHERS MAY PICK UP THEIR SCANS IN THREE BUSINESS DAYS OR MAY REQUEST THAT WE MAIL THEM.**

University-related Account # _____						
Delivery Email _____ On Patron's CD _____ On ECU CD _____						
Flag #	Coll., Box & Folder #	Item Description	Item Date	Type and density of Digital File	Type of Laser Print	Cost
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
<b>Total Number of Images from Back</b>						
<b>Total Number and Cost of Images</b>						
<b>Cost of CDs Provided by ECU</b>						
<b>Cost of Postage and Insurance</b>						
<b>Total Cost</b>						

RETRIEVAL:   \_\_\_ Email   \_\_\_ Will Wait   \_\_\_ Will Pick Up   \_\_\_ Please Mail

RE-FILED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ORDER TAKEN BY: \_\_\_\_\_  
(STAFF MEMBER'S NAME)

Flag #	Coll., Box & Folder #	Item Description	Item Date	Type and density of Digital File	Type of Laser Print	Cost
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
				<input type="checkbox"/> jpeg <input type="checkbox"/> tiff <input type="checkbox"/> other: <input type="checkbox"/> print <input type="checkbox"/> web resolution <input type="checkbox"/> original size <input type="checkbox"/> other size:	<input type="checkbox"/> standard <input type="checkbox"/> higher quality	
<b>TOTAL TO CARRY FORWARD</b>						

**Patrons who have questions concerning image requests  
and cannot request images in person can contact us:**

Fax Number: 252-328-0268

Telephone Number: 252-328-6601

Email address: [specialcollections@ecu.edu](mailto:specialcollections@ecu.edu)

Mailing Address: Special Collections Division, J. Y. Joyner Library,  
East Carolina University, Greenville, NC 27858