UNIVERSITY OF MIAMI REPRODUCTION REQUEST FORM							
LIBRARIES	□Cuban Heritage Col	ection Special Collections					
U	□ University Archives □Other						
Date of Request:	Date and Time	e Needed:					
PERSONAL INFORMATION							
Name:							
Address:							
Phone: Fa	x:	E-mail:					
	ITEM(S) TO BE REPROT						
	TACH AN ADDITIONAL SHEE	Γ IF NECESSARY)					
PDFPhoto-Coll. #Box #FoScancopy	The second						
Book Title	Call #	Page(s)					
	FEES:						
No. of pages (only 20 copies per visitor	per day) Cost per page	Subtotal					
black & white	black & white =	25¢/page					
colorPDF	color = \$1.00/p	age					
1 1	.S. mail (\$10.00 fee)	ail (\$20.00 fee)					
☐ Federal Express: Client's FedEx account no. required for delivery:							
	PAYMENT						
COPY DELIVERED:RECEIVED I□In-State□Out-of-State	DATE: RECEIV	ED BY: TOTAL DUE:					
PAYMENT TYPE: Cash Check, Money Order, IDR #:							
□ Visa/MC □ AmEx □ Discover   Account #: Exp Date:							
WARNING CONCERNING COPYRIGHT RESTR The copyright law of the United States (Title 17, United S	v certifies that I have read the rules and regulations governing the erials from the University of Miami Libraries and that I will abide by these						
the making of photocopies or other reproductions of copy	righted materials.						
Under certain conditions specified in the law, librarie authorized to furnish a reproduction. One of these specifi the reproduction is not to be "used for any purpose othe scholarship, or research". If a person later uses a reprod in excess of "fair use", that person may be liable for copyr	ed conditions is that r than private study, luction for purposes	Signature of Applicant Print Name Date					
This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.							
	Authorizing S	ignature Print Name Date					

## **Regulations for Reproducing Materials**

- 1. Reproduction of materials is subject to the discretion of the University of Miami Libraries whether the reproduction is made by the Libraries or by the individual with his or her own photography. When reproductions are requested, the size, condition, and donor restrictions of all materials are evaluated. Requests for reproductions may be denied if such work would damage the materials to be reproduced or infringe on other restrictions.
- 2. Only a single reproduction of each page or part of the material described in the application will be made with a limit of 20 copies per visitor per day. The Libraries reserve the right to limit the number of items to be reproduced or to decline to make a reproduction of any particular item with or without cause.
- 3. The applicant agrees to pay a fee for the Libraries' service in making reproductions according to the **Fee Schedule**. Reasonable care will be taken to provide the best possible copies, but the Libraries are not responsible for the quality of the reproduction.
- 4. Copies of materials reproduced by the Libraries may not be placed in any other library, archives, or similar repository without prior permission of the University of Miami Libraries and of any other person or persons, institution or institutions whose consent the law requires.
- 5. Reproductions shall be used by the applicant solely for research, teaching, or learning purposes. The copies requested are for the sole and personal use of the applicant, who agrees not to transfer them to others, further reproduce them, publish any part of them or allow their use by other researchers or scholars without express written prior consent of the University of Miami Libraries and other person or persons, institution or institutions whose consent the law requires. Please refer to the University of Miami Libraries **Fee Schedule** and **Licensing Application Form** for additional information.
- 6. The applicant expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify, and hold the University of Miami and its Trustees harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with the uses which the signer makes or suffers or permits to be made of the materials identified on the **Reproduction Request Form** on the reverse.

University of Miami Libraries	<b>Cuban Heritage Collection</b>	Special Collections	University Archives
PO Box 248214	305-284-4900	305-284-3247	305-284-3247
Coral Gables, FL 33124-0320	Fax: 305-284-4901	Fax: 305-284-4027	Fax: 305-284-4027
305-284-3551	<u>chc@miami.edu</u>	<u>asc.library@miami.edu</u>	<u>asc.library@miami.edu</u>
Fax: 305-284-4027			
http://library.miami.edu			

#### UNIVERSITY OF MIAMI LIBRARIES

### Fee Schedule

(Revised 10/27/2011)

Personal, Research, Teaching, and Learning Use (including University of Miami Faculty, Students, and Staff)					
No publication or other uses permitted. Limit of 20 copies per person per day.					
Personal digital photography (with no flash or external lighting)	Free				
Black-and-white photocopies or PDF scans	\$0.25	per page			
Color photocopies or PDF scans	\$1.00	per page			
High-resolution JPEG or TIFF reproduction (by special request only)	\$25.00	per image			

		cation & Other Use		
It i. The fees listed below include:	s the patron's obligation to dete	ermine and satisfy copyrig	ght or other use restrictions.	
Obtaining a high-resolution	IDEC of TIEE room dust	0.0		
Permission from the UM Li		.011		
	0	ore CDe DVDe Id	ournals, Magazines, Nev	venanere
		ers, Newsletters, an		spapers,
	University & Non-Profit Presses		Commercial Publishers & Organizations	
Purpose	Existing Scan	New Scan	Existing Scan	New Scan
Print Only	\$25.00	\$55.00	\$50.00	\$80.00
Electronic Only	\$25.00	\$55.00	\$50.00	\$80.00
Both (Print and Electronic)	\$50.00	\$80.00	\$100.00	\$150.00
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use	e is in addition to other applica	ble use fees as noted abo	ve.	
	Use Fees for: '	<b>Television Broadca</b>	st & Film	
Purpose	Existing Scan		New Scan	
Public Television	\$50.00		\$80.00	
Documentary Film	\$50.00		\$80.00	
Commercial Television	\$100.00		\$150.00	
Feature Film	\$400.00		\$450.00	
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use	e is in addition to other applica	ble use fees as noted abo	ve.	
	Physical a	and Digital Exhibit	ions	
Purpose	Non-Profit Organizations		Commercial Organizations	
Temporary	\$50.00		\$100.00	
Traveling	\$75.00		\$150.00	
Permanent	\$100.00		\$200.00	
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use	e is in addition to other applica	ble use fees as noted abo	ve.	

PO Box 248214 Coral Gables, FL 33124-0320 http://www.library.miami.edu



Fee Schedule (Revised 10/27/2011)

# It is the patron's obligation to determine and satisfy copyright or other use restrictions when reproducing materials from the University of Miami Libraries' special collections units.

In addition to copyright, some materials presented in these collections may be subject to the terms of gift or purchase agreements, donor restrictions, publicity rights, privacy rights, licensing and trademarks.

When reproductions are requested, these conditions, the size, and the condition of all materials are evaluated. Requests for reproductions may be denied if such work would damage the materials to be copied or infringe on other restrictions. The Libraries reserve the right to limit the number of items to be reproduced or to decline to make a reproduction of any particular item with or without cause.

Personal, Research, Teaching, and Learning Use

- Reproductions (PDF scans or photocopies) in black and white or color are available for personal, research, teaching, and learning use. Users are allowed a maximum of 20 copies a day per person.
- Researchers are allowed to use personal digital photography for free to create reproductions subject to all of the Libraries' terms and conditions. Personal digital photography is permitted only for personal, research, teaching, and learning purposes. The resulting images cannot be transferred to others, further reproduced, published, or displayed without the express written permission of the rights holder. Flash or external lights are not allowed.

Publication and Other Uses

- Reproductions will be made only for non-commercial educational purposes.
- Fees include a high-resolution JPEG or TIFF reproduction.
- For existing reproductions, the turnaround time is five business days.
- For items requiring new reproduction, the turnaround time is two weeks.
- Rush service is available for a surcharge of \$30.00 per image with a turnaround time of five business days.

### Delivery and Payment

- The Libraries preferred method of delivery is by HTTP download.
- Postage fees are \$10.00 for U.S. addresses and \$20.00 for foreign delivery. If the client provides us
  with an account number, CDs can be sent by FedEx.
- The library is not responsible for lost packages sent via U.S. or international air mail.
- <u>Prepayment is required</u>. We accept cash, money orders and checks for all orders, Visa, MasterCard, and American Express.

### All uses must include an appropriate repository credit line:

Courtesy of the Cuban Heritage Collection, University of Miami Libraries, Coral Gables, Florida Courtesy of Special Collections, University of Miami Libraries, Coral Gables, Florida Courtesy of the University Archives, University of Miami Libraries, Coral Gables, Florida Courtesy of the University of Miami Libraries, Coral Gables, Florida

> PO Box 248214 Coral Gables, Florida 33124-0320 http://www.library.miami.edu/