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This form allows you to request copies of all formats of audiovisual materials (photographs, video footage, audio files, digital images). It is also your first step to request permission to publish or exhibit these materials. Please read the conditions of use below, then complete this form and the order form below. Send BOTH the application and the order form to the attention of the Department of Special Collections and University Archives.

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St. Francis Mission: <https://www.marquette.edu/library/archives/documents/PhotoUseApplication-SFM.pdf>

Send this document to Special Collections and University Archives:

Via Email: send the form via email directly to the staff member you've been working with. Staff contacts are available at <https://www.marquette.edu/library/archives/general.php#staff>

If you have questions about this form, please contact us directly at <https://www.marquette.edu/library/archives/askarch.php>

Via Mail

Department of Special Collections and University Archives
Raynor Memorial Libraries
PO Box 3141
1355 W. Wisconsin Avenue
Milwaukee, WI 53201-3141

Via FAX to: (414) 288-6709

Applicant _____
Address _____

Email _____
Telephone Number _____

Nature of request:

Creation of duplicates for Personal Use Only

Publication of materials

Project Title, Publisher, or URL (if applicable):

Expected Date of Publication: _____

Exhibit / Display of materials

Brief Description of Item(s) requested:

CONDITIONS OF USE / DUPLICATION

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4. Credit must appear with the material or on a credit page that indicates the page number and position of the object on the page. In the case of audiovisual material, appropriate citation for the Special Collections and University Archives must appear in the credits.
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I have read and agree to all conditions stated above:

Signature of Applicant _____ Date _____

Applicant Name: [PRINT] _____

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For Raynor Memorial Libraries

Name _____ Date _____

Title _____

**Raynor Memorial Libraries
Special Collections and University Archives
Audio-Visual Materials Order Form**

All users must read and sign the above copyright / use agreement

Collection	Description or Title of Material	Identifier or Digital ID	Format requested	Quantity	Cost (See Fee Schedule)	Staff use
<i>EXAMPLE: Hilltop Yearbook</i>	<i>Yearbook 1916, page 76</i>	<i>HT_1916_00000082</i>	<i>Scanned TIFF</i>	<i>1</i>	<i>\$5.00</i>	

For a complete schedule of use fees, please see:
https://www.marquette.edu/library/archives/fee_schedule2017.php

Digital Scanning

\$2.50 per image to be scanned, or \$25.00 per hour. There is no charge for images that have already been scanned. Scanning of oversize and fragile materials is subject to the discretion of the archives staff and subject to a \$10.00 per hour surcharge for equipment set-up and labor.

DVDs (motion footage) / CDs (audio)

\$10.00 per disc

Shipping and Handling

Minimum charge \$5.00

STAFF USE ONLY

Staff Member: _____

Cost of Duplication: _____

Use Fee (if applicable): _____

Shipping and Handling: _____

Total Due: _____

Date sent to Patron: _____

Date Payment Received: _____