## REQUEST FOR APPROVAL TO USE DIGITAL OR PHOTOGRAPHIC REPRODUCTIONS OF MATERIALS FROM THE ARCHIVES OF THE MAPLEWOOD PUBLIC LIBRARY

TO: The Director of the Maplewood Public Library 7550 Lohmeyer Ave. Maplewood, MO 63143

FROM: Name: \_\_\_\_\_

(Individual, organization or business)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_e-mail \_\_\_\_\_\_\_e-mail \_\_\_\_\_\_

Request is hereby made for permission to use the following photographs or digital images or photographs of the following items from the Archives of the Maplewood Public Library:

## USE:

- o FILM
- VIDEO
- PRINTED PUBLICATION
- PUBLIC DISPLAY
- WEB SITE web site address
- PERSONAL USE

DATE OF PUBLICATION, RELEASE OR USE \_\_\_\_\_

I/We have read and agree to the "Terms and Conditions of Use of Photographs and Digital and Photographic **Reproductions.**"

- o I/We request that the Maplewood Public Library make or have made digital or photographic reproductions of these items for me/us.
- I/We understand that a fee may be charged based on the type of reproduction requested.
- I/We request permission to bring equipment to the Maplewood Public Library to take photographs or digital images at a time that is convenient for the Library Staff.
- o I/We request permission to use an existing photograph or digital image or an existing photograph or digital image of three-dimensional item or object in the Maplewood Public Library Collection.

Signature

APPROVED BY:

Signature		

Title or Position

REOLIESTED BY

Title

Date
------

Date