

## Application for Requisition of Digital Images or Materials

Fill out this form and mail it to:

St. Louis Public Library  
Attn: Digital Library Services  
1415 Olive Street  
St. Louis, MO 63103

Date: \_\_\_\_\_

E-mail: [webmaster@slpl.org](mailto:webmaster@slpl.org)

Upon receipt of this signed application, it will be reviewed by St. Louis Public Library. You will be contacted when the review is completed. At that time, cost information will be provided.

### 1. Identification of digital image(s):

Digital image name/number	Description	Quantity

### 2. Proposed use:

I/We agree to be solely responsible for all restrictions, including but not limited to copyright and the rights of privacy and publicity, of parties other than the Library for the proposed use listed below: Check appropriate category(ies):

- |   |  |
|---|--|
| <input type="checkbox"/> Publication                          | <input type="checkbox"/> Website                                 |
| <input type="checkbox"/> Documentary film/video               | <input type="checkbox"/> Broadcast                               |
| <input type="checkbox"/> Interior/exterior display or exhibit | <input type="checkbox"/> For-profit design or advertising use    |
| <input type="checkbox"/> Other (please specify)               | <input type="checkbox"/> Private study, scholarship, or research |

**Describe intended use, giving all appropriate information: author/title, publisher, dates, location, subject, URL, etc.: (must be filled in)**

## Agreement & Release

Except under few special circumstances, St. Louis Public Library does not hold the copyright to its materials and, hence, cannot grant or deny permission to use them. Accordingly, you are solely responsible for determining the copyright status of any materials you may wish to use, to investigate the owner of the copyright, and to obtain permission for your intended use. In all cases, you must cite St. Louis Public Library as the source with the appropriate credit line provided below, and, if a particular material is copyrighted, you must cite all copyright information and comply with all other terms or restrictions that may be applicable to that material.

The material reproduced must be cited as: **St. Louis Public Library**

I/We further agree to indemnify, defend at our expense and hold harmless the Library against loss, damage, liability, costs and expenses (including attorney's fees) which may be incurred as a result of, in or defending or settling, any claim, suit,

judgment or demand involving the alleged infringement of rights of an author, illustrator, creator or publisher, or his, her or its heirs, executors, administrators, successors and assigns.

I/We further agree that the decision by the Library to permit or refuse to permit the reproduction of the work is at the sole discretion of the Library and is not subject to appeal.

I/We further agree not to distort, mutilate or modify a work of visual art which would be prejudicial to the author's honor or reputation.

I/We further agree to provide the Library with **one complimentary copy** of any publication, film, audiotape, videotape or any other work in which materials owned by the Library are used.

**Copyright Notice**

Warning Concerning Copyright Restrictions – The copyright law of the United States (Title 17, U.S. code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified 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 for purposes in excess of ‘fair use’ that use may be liable for copyright infringement. 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. Users must also abide by copyright information found on the Library’s public website at spl.org.

**In accordance with the foregoing rules and regulations of the Library, I/we hereby apply for permission (check one):**

**to obtain digital image(s) for private study, scholarship, or research** OR  **to obtain digital image(s) for reproduction as part of publication the above mentioned item(s).**

---

Name of individual or firm making request (print or type)

---

Authorized signature and title

Email

---

Street Address

---

City, State, Zip code

Telephone number

The requested material(s) may not be reused without written permission of St. Louis Public Library. Any different or subsequent use must be applied for in writing. The material supplied by the Library may not be copied, scanned, exhibited, resold, or used for any other purpose than that specified in this application. The Library has no notice that the requesting party does not have all requisite licenses or any other permission to use material or intends to use the material for any purpose other than private study, scholarship, or research.

Approved by the Library

Name:

Title:

Date:

Disapproved by the Library

Name:

Title:

Date:

Reason: