

## 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):

- ☐ Publication
- ☐ Documentary film/video
- ☐ Interior/exterior display or exhibit
- ☐ Other (please specify)

- ☐ Website
- ☐ Broadcast
- ☐ For-profit design or advertising use
- ☐ 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

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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,

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**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).**

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

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Authorized signature and title

Email

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Street Address

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City, State, Zip code

Telephone number

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Approved by the Library

☐

Name:

Title:

Date:

Disapproved by the Library

☐

Name:

Title:

Date:

Reason: