

## Photograph, Document and Publication Digitization Processing Fees

This document establishes the policy and fees of the Special Collections Department, University of Memphis Libraries in regard to the processing of patron requests for digitized images of photographs, documents and publications.

Processing fees include, and are not limited to, the retrieval and digitization of materials held by the Special Collections Department in the form of photographs, documents or publications. All requests to the Special Collections Department will be reviewed to assess whether the materials are able to be digitized, and fees will be determined by the result of the review. The Special Collections Department reserves the right to decline requests or to restrict the number of images requested.

The requester will be provided with 300dpi images. Special requests as to image resolution may be considered.

### Fee Structure

Requests for images will be based on volume. Fees for one to five images will be \$40.00. Images beyond five images will be assessed additional fees. For example, if a request is for three images, it will be assessed for \$40.00; if for eight images, the fees assessed for this request will total \$80.00, and so on.

### Legal Disclaimer

When requesting and making use of copies, the requester assumes full responsibility for any infringement of copyright or other intellectual property rights belonging to the creator or the creator's heirs or assigns. Requesters also accept responsibility for communicating with the holder(s) of copyright concerning permissions to quote or otherwise publish material protected by copyright.

Image(s) requested (Please provide description of photograph, document or publication)

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

Institutional Affiliation (if any): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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