PHOTOGRAPH REPRODUCTION POLICY

The Library holds a collection of approximately 2000 historic photographs, mainly a gift of the Palos Verdes Homes Association. These have been digitized and may be browsed on the PVLD website at www.pvld.org/localhistory. Higher resolution commercial quality TIFF files are available for download, or can be copied to DVD. See price list and requirements printed below. [Trustee Policies & Procedures Manual Sec. 5030.0]

Reproduction with personal cameras and/or scanners is prohibited, but images may be copied on the photocopy machine for personal research.

Fees:
Individual Use:
   $10 per image for local resident (90274, 90275 zip codes)
   $25 per image for non-resident

Commercial Use: (For-profit OR Non-profit)
   $50 per image for local business or organization (90274, 90275 zip codes)
   $75 per image for non-local business or organization
[Note: Fees may be modified only with approval of the District Director.]

The photo collection is intended for personal research, scholarly or educational use. Permission is granted for a one-time use only. Any further reproduction, redistribution, publication, exhibit or other use without prior written permission from the Palos Verdes Library District is prohibited.

All orders are to be pre-paid. To order images, complete the Photo Reproduction Order Form, and send with payment (by check or credit card) to Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA 90274.

You will be notified by email when your order is ready.

Allow 5 business days for completion.

For questions, send email to dcampbell@pvld.org.

Rev. 11/20
PVLD PHOTOGRAPH REPRODUCTION ORDER FORM

Date of request ______________________  Received by ________________
Name of requestor ___________________________________________________
Name of Company _____________________________________________________
Address __________________________________________________________________________
Phone __________________________ Email _______________________________________________
How will the photographs be used? (Please be specific.)

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<th>Photo #</th>
<th>Title of Photo</th>
<th>Fee per Image</th>
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Total Fee $__________________

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I confirm that the information I have provided is correct, and that I have read and accept the conditions of use.

__________________________________________________________  __________________________
Signature of applicant  Date

Payment by:  Check enclosed _____  Credit Card _____ (Visa, MasterCard, Discovery)

Card holder Name ________________________________  Card # ____________________________

Expiration Date ____________________________  Date Completed _________  By Staff ________

Date 10/2011