



# Local History & Archives

HAMILTON PUBLIC LIBRARY

## Local History & Archives Hamilton Public Library

3<sup>rd</sup> Floor Central Library, 55 York Blvd.  
Hamilton, Ontario L8N 4E4  
905-546-3408  
localhistory@hpl.ca

### Digital Image Request

<b>Name:</b>		<b>Organization:</b>	
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Image ID Number (e.g. 32022012345678)	Collection (e.g. PreVIEW)	Title / Description (e.g. Hamilton - Churches - St. Thomas)	Format		Image in PreVIEW Database
			300 DPI JPEG	600 DPI TIFF	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please consult the attached Digital Image Fees for prices.

<b>Intended Use of Image(s):</b>		<b>Commercial Use:</b> No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>Date Required:</b>	<b>Special Instructions:</b>		

#### Payment:

All photographic orders must be pre-paid. Payments can be made by credit (Visa / MC) or debit card at the Local History & Archives Department, Central Library. Payments can also be made by credit card over the phone by contacting our Business Office at 905-546-3200 ext. 3239.

I have read and agree to the Conditions of Use and request that the reproduction work requested on this form be completed by the Hamilton Public Library.

**Date (MM/DD/YYYY):** \_\_\_\_\_

<b>Staff Initials:</b>	<b>Date:</b>
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Completed forms can be submitted via email to [localhistory@hpl.ca](mailto:localhistory@hpl.ca)

## Digital Image Fees

All orders will be provided as a digital file on USB in the JPEG or TIFF file format. Print reproductions are not available. A \$20 scanning surcharge per image will be applied to images not currently available in the online PreVIEW Database.

Images for Non-Commercial Use	No. Items		Unit Cost		Total Cost
300 DPI JPEG		x	Per Image	=	
600 DPI TIFF		x	Per Image	=	
Images for Commercial Use	No. Items		Unit Cost		Total Cost
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600 DPI TIFF		x	Per Image	=	
Scanning Fee	No. Items		Unit Cost		Total Cost
Surcharge for Images Not in PreView		x	Per Scan	=	
<b>SUBTOTAL</b>					= _____

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Regular Order – 7 to 14 Days	<input checked="" type="checkbox"/>	Free		---	
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Rush Order 21 or more Images	<input type="checkbox"/>	Flat Rate	=		
<b>SUBTOTAL</b>					= _____

## Shipping Fees

Shipping Fees		Unit Cost		Total Cost	
Pick-up at Central Library	<input checked="" type="checkbox"/>	Free		---	
Shipping within Canada by Canada Post	<input type="checkbox"/>	Flat Rate	=		
Shipping Internationally by Canada Post	<input type="checkbox"/>	Flat Rate	=		
<b>SUBTOTAL</b>					= _____

**\*All prices include HST**

**GRAND TOTAL** =

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