



Reproduction Request Form

This completed form must be approved to permit use of photos (or other materials) from the Beaton Institute
BEATON INSTITUTE, Cape Breton University, P.O. Box 5300, Sydney, NS B1P 6L2 Canada beaton@cbu.ca

1) PLEASE READ THE FOLLOWING BEFORE YOU MAKE A REQUEST:

End use: A letter outlining the end use of the reproduced item must be submitted on letterhead to initiate this process.

Timelines: Reproduction requests are processed in approximately **14 working days** dependant on volume.

Fees: Please ask for a copy of our fee schedule or a quote before requesting images. We have a sliding fee schedule dependent on the end use of image and different fees for students, organizations, etc. The Beaton Institute does not own the copyright of all the images within its collection, the fees associated with reproduction requests help to defray the costs of labour involved in scanning, administration of copyright searches, and maintenance of our photograph collection.

2) PLEASE ASK FOR STAFF ASSISTANCE TO COMPLETE THIS PORTION.

| Item number | Title/Location | Original Format | Citation: Photographer/Collection | Date | *Clearance (1, 2, 3) |
|---|----------------|-----------------|-----------------------------------|------|----------------------|
| Staff Determined: Please do not write in this area | | | | | |
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*1 Cleared for use: Photo is cleared for one-time use; subsequent uses must be cleared with Beaton Institute.

2 Permission required: Creator permission must be submitted in writing to the Beaton Institute before image is copied and released for use. You may call our office for contact details should you wish to pursue this option.

3 Use at Discretion: Occasionally it is difficult to determine the donor, photographer, or date of a photo, in which case you may use the photo at your discretion; however, you should be aware that copyright has not been explicitly determined.

3) PLEASE FILL IN YOUR CONTACT INFORMATION FOR ADMINISTRATIVE PURPOSES.

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|------------|---------------|--|-----------------------------------|-------------|
| Name: | Organization: | Delivery method: | File dpi and format instructions: | Other info: |
| Address: | | Payment method: | | |
| Telephone: | Email: | Deadline (rush charge for <7 business days): | End use of item: | |

___ I have been made aware of the costs associated with reproduction requests and the use of Beaton Institute images. Signature:

Date:

