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

E-mail: 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):

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<th>Digital image name/number</th>
<th>Description</th>
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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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The material reproduced must be cited as: St. Louis Public Library

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, judgment or demand involving the alleged infringement of rights of an author, illustrator, creator or publisher, or his, her or its heirs, executors, administrators, successors and assigns.
I/We further agree that the decision by the Library to permit or refuse to permit the reproduction of the work is at the sole discretion of the Library and is not subject to appeal.

I/We further agree not to distort, mutilate or modify a work of visual art which would be prejudicial to the author’s honor or reputation.

I/We further agree to provide the Library with one complimentary copy of any publication, film, audiotape, videotape or any other work in which materials owned by the Library are used.

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Users must also abide by copyright information found on the Library’s public website at slpl.org.

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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
- [ ] 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)

Authorized signature and title

Email

Street Address

City, State, Zip code

Telephone number

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Approved by the Library

Disapproved by the Library

Reason:

Name:      Title:      Date:

Name:      Title:      Date: