

ORDER FORM / INVOICE

Order No. _____

Mississippi Department of Archives and History, Archives and Records Services Division

Name: _____ Business: _____

The user must assume responsibility for compliance with federal copyright law (Title 17, U.S. Code, and Title IV, Digital Millennium Copyright Act, in accordance with the Berne Convention for the Protection of Literary and Artistic Works) and any other requirements involved in the use of the item(s) listed (see Notice on the reverse of this sheet before signing). Internet and all electronic publishing or display is subject to copyright law.

I request single copies of the material listed on this form and the related attachments and agree to handle them in accordance with the Department's conditions as specified. I have been warned of the obligation to observe copyright and promise to make only "fair use" of these copies in my private study, scholarship, and research. I will accept full responsibility for any infringement of copyright or other legal questions that may arise from the making of these copies or any later use of them.

Patron's Signature

Date

SEE REVERSE TO LIST ITEMS

Photocopies & Microform Prints

_____ Photocopies / Microform prints @ \$0.25 per page \$ _____

Microfilm: Duplication of Existing Rolls Only

_____ silver halide positive @ \$40.00 per roll \$ _____

Photographs (black-and-white)

_____ 5"x7" @ \$10.00 per print \$ _____

_____ 8"x10" @ \$12.00 per print \$ _____

_____ 11"x14" @ \$20.00 per print \$ _____

Audio Copies

_____ Hours production time @ \$27.00 per hour \$ _____

_____ Materials charge, per item @ market price \$ _____

Video Copies: Reference Copy with Timecode

_____ Hours production time @ \$27.00 per hour \$ _____

_____ Materials charge, per item @ market price \$ _____

Video Copies: Production-quality

_____ Hours production time @ \$27.00 per hour \$ _____

_____ Materials charge, per item @ market price \$ _____

Digital Images

_____ 300 or 600 ppi TIFF on CD-R (of an existing digital file) @ \$4.00 per TIFF \$ _____

_____ 600 ppi TIFF on CD-R (of 12x17 or smaller original item) @ \$7.00 per TIFF \$ _____

_____ 300 ppi TIFF on CD-R (of an original item between 12x17 and 35x50) @ \$24.00 per TIFF \$ _____

Optional Services

_____ **Certification** of copies @ \$0.50 per page \$ _____

_____ **Special Handling** (see *Cost and Fee Schedule*, quotation may be required) \$ _____

_____ **Expedited Service** (see *Cost and Fee Schedule*, limited availability, quotation may be required) \$ _____

_____ **Outside Vendor Delivery and Return** (quotation required, \$30.00 per round trip) \$ _____

_____ **Use Fees** (quotation and written agreement required) \$ _____

_____ \$ _____

SUBTOTAL \$ _____

Delivery to Patron \$ _____

(Per quotation OR \$3 by U.S. Mail OR \$7 by electronic transfer)

TOTAL DUE \$ _____

PAYMENT IN ADVANCE IS REQUIRED

Make checks payable to:

MDAH, Archives & Records Services Division

For MDAH use only

Use Permission Completed Formal Use Agreement OR Broadcast / Publication Permission Form

Material checked for Restrictions Staff: _____ Date: _____

DATE PAID _____

Name: _____
 Business: _____
 Address: _____
 City/State: _____
 Phone Number: _____
 Email: _____

Delivery: _____
 Pick up when ready
 Regular U.S. Mail
 Express mail service- Carrier name and my account no.

 Other _____

Order No. _____

To receive a quotation or place an order, please complete this form and send it to:

Mississippi Department of Archives and History, **Attn.: Archives and Records Services Division**, P.O. Box 571, Jackson, MS 39205-0571

Or contact MDAH by: Telephone 601-576-6876 • Facsimile 601-576-6964 • Email refdesk@mdah.state.ms.us

Visit us on the Web at www.mdah.state.ms.us.

➤ **NOTICE** ◀

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code, in accordance with the Berne Convention for the Protection of Literary and Artistic Works) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction, which is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

REQUESTED ITEMS

Number / Type of Copy Requested	Special Handling	Description of Material	Floor/Row/Bay/Shelf/Box/Folder	Accession / Item Number	For MDAH use only Area/Checked
_____	<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"/>	_____	_____	_____	_____/____

For MDAH use only					
Taken by/date	Pulled by/date	Trans. by/date	Filled by/date	Returned by/date	Mailed/Picked up
_____	_____	_____	_____	_____	_____

