



ORDER FORM / INVOICE

Order No. _____

Mississippi Department of Archives and History
Archives & Records Services Division, P.O. Box 571, Jackson, MS 39205-0571
mdah.ms.gov, Phone 601-576-6850, Fax 601-576-6964

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 advised 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.

SEE REVERSE TO LIST ITEMS

Patron's Signature

Date

Quantity

Photocopies & Microform Prints

- Photocopies @ \$0.25 per page
Photocopies requiring Special Handling @ \$0.50 per page
Photocopies requiring Certification @ \$0.75 per page
Photocopies requiring Special Handling and Certification @ \$1.00 per page
Microform prints @ \$0.50 per page
Microform prints requiring Certification @ 1.00 per page

Digital Images [An original between 12"x17" and 35"x50" is an oversize item (OSI).]

- 600 ppi TIFF @ \$5.00 per image
600 ppi TIFF requiring Special Handling or Expedited Service @ \$10.00 per image
600 ppi TIFF requiring Special Handling and Expedited Service @ \$15.00 per image
300 ppi TIFF of an OSI @ \$25.00 per image
300 ppi TIFF of an OSI requiring Special Handling or Expedited Service @ \$50.00 per image
300 ppi TIFF of an OSI requiring Special Handling and Expedited Service @ \$75.00 per image

Audio or Video Copies

For MDAH use only: Audio Video-Reference Video-Production-Quality

- Hours of production time @ \$40.00 per hour
Hours of production time including Expedited Service @ \$80.00 per hour

Services

Service charges are in addition to the charges listed above.

- Outside Vendor Delivery and Return (quotation required, \$40.00 per round trip)
Staff Oversight @ \$40.00 per hour
Use Fees (quotation and written agreement required)
Other:

PAYMENT IN ADVANCE IS REQUIRED

SUBTOTAL \$

Make checks payable to:

MDAH, Archives & Records Services Division

DELIVERY TO PATRON + \$

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

TOTAL DUE \$

For MDAH use only
Use Permission Completed MDAH, A&RS Div. Publication Permission Form OR Formal A&RS Div. Use Agreement
Material Checked for Restrictions Staff: Date: AV Agreement No. DATE PAID

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

Delivery: **AV Agreement No.** _____ **Order No.** _____

See delivery charges on reverse.

Regular U.S. Mail Pick up when ready
 Express mail service* _____

*Provide your carrier name and account number above.

Electronic transfer** ****Provide your email address to the left.**

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 • Email refdesk@mdah.ms.gov

Visit us online at mdah.ms.gov.

➤ **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

Quantity or AV Reel	Accession or Item Number or Audio or Video (AV) Item Number	Description of Material or AV Description of Material	Location or AV - No location needed	For MDAH use only Area/Checked
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For MDAH use only					
Taken by/Date	Pulled by/Date	Transferred by/Date	Filled by/Date	Returned by/Date	Mailed/Transferred/Picked up
_____	_____	_____	_____	_____	_____

ORDER FORM / INVOICE ATTACHMENT

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

AV Agreement No. _____

Order No. _____

Attachment No. _____

Name: _____

Business: _____

See the Order Form / Invoice for the Copyright Notice and agreement to "fair use."

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