



Request for Reproduction and Use of Materials

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_____ Individual for _____ personal research or educational purposes / _____ commercial purposes

_____ Non-profit entity for _____ non-commercial purposes / _____ commercial purposes

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Purpose

_____ Research/reference/personal use only – no use fee charged

_____ Publication or presentation – use fee may be charged

_____ Book

_____ Exhibit

_____ Periodical

_____ Website

_____ Lecture/presentation

_____ Other _____

Intended Use

Title _____

Format (book, brochure, exhibit, website, etc.) _____

Author/Producer/etc. _____

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Number of Copies Printed/Size of Audience _____

Details of use _____

Credit Statement

Proper credit must be made for each item used. Unless otherwise indicated below, use the following credit line: "[Photograph/Image/Document] courtesy of Archives and Special Collections, St. Catherine University, St. Paul, Minnesota."

Credit: _____

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8. In some cases, a copy of the publication must be donated to the Archives and Special Collections. Upon publication, the copy should be sent to: Archives and Special Collections, St. Catherine University Library, 2004 Randolph Ave., St. Paul, MN 55105. All expenses for shipping and handling are to be borne by the requestor.

I have read the "Conditions and Procedures for Reproduction and Use" and agree to abide by them.

Signature

Date

Print name

Approved by:

for St. Catherine University

Date

_____ The Archives and Special Collections requests a copy of the work

Additional conditions of use: _____

List of materials requested:

Please contact the Archives and Special Collections for pricing verification before submitting your request.

Collection Name	Item Title (include image number or other identifier, if known)	Medium (photocopy, pdf, jpeg, tiff, photo)	Resolution (digital file) or Size (photos)	Reproduction Fee	Use Fee	Total Fee

Digital file delivery: Data CD ____ Email ____ (email address _____) Shipping: Pick up ____ Campus Mail ____ US Mail ____ Fed Ex ____ or UPS ____ (account to charge # _____)
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Order total _____
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Make checks payable to St. Catherine University and mail completed form to:
 Archives and Special Collections, St. Catherine University Library, 2004 Randolph Ave., St. Paul, MN 55105
 651-690-6553 or 651-690-6599 / archives@stkate.edu

Staff Use Only

Request received date _____
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8 1/2" x 11" or 8 1/2" x 14" \$0.25 / page

Digital Files

Book or document (pdf) \$5.00 / page

Photograph, image, drawing, or map (jpeg or tiff)

300 ppi \$5.00 / image

600 ppi \$15.00 / image

Oversize \$25.00 / image

Use Fees

Non-profit entities

Images

First image \$25

Additional images \$10 / each

Text excerpts \$50 / each

For-profit entities

Editorial use (book, article, etc.)

First image \$50

Additional images \$30 / each

Text excerpts \$100 / each

Non-editorial/Advertising use (book cover, brochure, poster, t-shirt, etc)

First image \$100

Additional images \$60 / each

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- Sisters of St. Joseph of Carondelet