



Materials Usage Agreement

Requester's Name: Date:

City: State: ZIP CODE:

Telephone: E-mail: Dept. Code:

Requestor status (choose from drop down menu)

Name of Collection (choose from drop down menu)

Purpose of use (choose from drop down menu)

Other (specify):

If the requested material is to be published or utilized in a film, please provide some extra information (if known):

Title of publication/film:	<input type="text"/>	Print run:	<input type="text"/>
Publisher/studio:	<input type="text"/>	Languages:	<input type="text"/>
Expected pub/release date:	<input type="text"/>	Projected duration of use:	<input type="text"/>

Please describe your project:

Description of the materials that are being requested:

Please consult the Illinois State University History web site: http://tempest.lib.ilstu.edu/index_isuhistory.php or The Braathen Slide Project web site: <http://tempest.lib.ilstu.edu/braathen.php> for Titles/Identifiers of images that have already been scanned. If you are making your selections from our Photographic Services proofcards please be sure to list the Subject Classification and specific Negative Numbers for each image (ex. Buildings - Fell Hall 7204B-5-1968). Be as thorough in your request/descriptions as possible.

Materials Usage Fees:

Item Number/Identifier	Item Description	Quantity	Item Fee	Amount
			Grand Total	

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The patron is responsible for obtaining any necessary releases from individuals represented in the materials.

_____ Signature

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_____ Date

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Attention: Sarah Dick
Campus Box 8900
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OFFICE USE ONLY	
Fees Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by: Date: