DIGITAL IMAGE REQUEST FORM

Copyright Restrictions: The Copyright Law of the United States, Title 17 of the United States code governs copies or reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives may reproduce, distribute or display in a print or digital form a copy of a work. One of these specified conditions is that the photocopy or reproduction 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 photocopying or digitizing services if, in its judgment, fulfillment of the order would involve violation of the copyright law.

We are not responsible for any damage to materials you provide to us for digitization.

Name (please print)

Address

Phone email

If digitized material is to be sent to a different address, please list

Status

Milner Faculty/Staff ISU Student Non-Profit Organization
ISU Faculty/Staff ISU alumni For-Profit Organization
Other Faculty/Staff Other student

Academic Department or Organizational Affiliations, please name

Material to Digitize

Purpose of Use: Without that information, this request cannot be filled. Please describe the intended use (if for a class, write course number and name of instructor).

Special Instructions
Method of Delivery: *(please check one)*

- [ ] DVD
- [ ] CD
- [ ] Print

Quantity? ___ Sizes? ___

If sizes are different, please list

Are you providing your own storage device?  
- [ ] Yes  
- [ ] No

Preferred due date

---

*I understand and agree to the above copyright statement. Images will only be used for the purpose stated above. I hereby authorize Milner Library to digitize this material. I have received permission from the copyright owner of the media, I have a Fair Use right to authorize the digitization, or I will use the work pursuant to the TEACH Act. I warrant and represent that the information provided herein is truthful and correct. I hereby release, indemnify and hold harmless The Board of Trustees of Illinois State University, its officers, employees and agents from any claim or liability arising from the information provided on this form and/or the digitization of the media.*

Signature (required)

signature  
[ ]

date  
[ ]

name *(please print)*

---

Staff Use Only

Storage site

Technology used

Date completed

Special instructions

---

Milner Digital Center (MDC)
email: LibMDC@ilstu.edu
December 2010