

**Provincial Archives of Saskatchewan
Request for Photograph, Sound or Moving Image Reproductions**

Date _____

Name _____

Address _____
Street
City/Province
Postal Code

Email _____ Phone No. _____

Audio Recording <input type="checkbox"/> Audio Dubbing for Reading Room Use <input type="checkbox"/>	Scans of Photographs <input type="checkbox"/> *Please list specifications on reverse side
Moving Image <input type="checkbox"/> Moving Image Dubbing Reading Room Use <input type="checkbox"/>	Review Copy for Use in Reading Room <input type="checkbox"/> Review Copy for Distance Client <input type="checkbox"/>
Surcharges & Commercial Use Fees: Special Request Surcharge <input type="checkbox"/> Accelerated Reproduction Service <input type="checkbox"/> Commercial Use Fees: <input type="checkbox"/> Commercial Broadcast Use Fees: <input type="checkbox"/> Merchandise Use Fees: <input type="checkbox"/>	Digital Camera (self-digitization) <input type="checkbox"/> Special Reproduction Orders (specify details):
Shipping Instructions: Pick up <input type="checkbox"/> Mail <input type="checkbox"/> Digital Transfer <input type="checkbox"/> Courier <input type="checkbox"/>	
For Office Use Only	
Reference Archivist Receiving Request _____ Case Number _____	
Copies Completed ___ / ___ / ___ Patron Notified ___ / ___ / ___ Notified by _____	
PAID: <input type="checkbox"/> Amount _____ Staff Initials _____ Cash <input type="checkbox"/> Cheque <input type="checkbox"/> _____ Credit Card <input type="checkbox"/>	
Order Picked up ___ / ___ / ___ Receipt No. _____	

CONDITIONS OF SERVICE

In return for permission to procure reproductions of records from the Provincial Archives of Saskatchewan, I agree to the following conditions:

1. Any and all responsibility for questions of copyright which may arise from the preparation of these reproductions or their use in any way will be assumed by the applicant.

In accordance with the regulations of the *Copyright Act* (C-42), persons requesting a copy of a work(s) from the Provincial Archives are hereby notified that:

- a. Any copy is to be used solely for the purpose of research or private study; and
- b. Any use of a copy for a purpose other than research or private study may require the authorization of the copyright owner of the work in question; and
- c. Only a **single** copy of any document may be provided.

2. The applicant holds the Provincial Archives blameless in all respects for use of the reproductions or their contents, and undertakes to file with the Provincial Archives a copy of any documents or rights or permissions or privileges procured from the holders of such inherent or residual rights, permissions, or privileges in regard to these reproductions or their contents.
3. The applicant agrees to pay the charges for reproductions requested at the current rates established by the Provincial Archives.
4. The applicant agrees to abide by the Provincial Archives' Conditions of Use for Reproductions when ordering reproductions.

INTENDED USE STATEMENT & ACCEPTANCE OF CONDITIONS OF SERVICE:

Please state the intended use of the reproductions ordered on the lines below:

SIGNATURE OF APPLICANT X _____

THIS FORM MUST BE COMPLETED & SIGNED BEFORE WE CAN PROCESS YOUR ORDER

* Please list specifics of your request for reproductions on reverse side. *

Researcher Name: _____

- Every item to be copied must be described separately; if necessary, use more than one line to ensure that you have provided a complete description.
- If requested information is not provided, the Provincial Archives reserves the right not to proceed with the reproduction request.

Collection Call Number	Photo, Tape, or Reel Number	Collection Name	Description of Item: Creator of Record (such as author, photographer, government department, etc.), Physical Description (such as "photograph," "audio recording", "moving image" etc.), Title, Date.	Commercial Use Fees	Resolution in DPI (For Photos Only)	Output Size (For Photos Only)	Number of Items	
							Total:	

Special Instructions:

Total:

Provincial Archives of Saskatchewan Conditions of Use for Reproductions

1. **Copyright:** Clients obtaining reproductions of records at the Provincial Archives of Saskatchewan (hereinafter the Archives) shall be responsible to ensure compliance with the *Copyright Act*. According to the *Copyright Act*, clients are permitted to obtain one reproduction of an image or document which is under copyright, for the purpose of research or private study, without permission of the copyright holder. However, for any purpose other than research or private study, it is the sole responsibility of the client to determine the copyright holder and to obtain permission to use reproductions which are not in the public domain.
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 - In publications and newspapers, **a credit line with the words “Provincial Archives of Saskatchewan” followed by the respective call number is required adjacent to the photograph.**
 - In electronic formats such as websites and CD-ROMs, the reproduction must identify the Provincial Archives of Saskatchewan as the source and include the appropriate call number. Credit should appear next to the image, and, if distributed electronically, the caption should be integrated into the image.
 - In documentary films and longer productions where acknowledgements are placed at the end, this may be accomplished by using the words “Provincial Archives of Saskatchewan.”
 - In news items and shorter video/film productions a “super” with the abbreviation “Prov Archives of Sask” will be acceptable.
5. **Resolution Permitted for Internet Use:** Reproductions obtained at the Archives and posted on the internet must not exceed a resolution of 600 x 600 pixels at 96 dpi, unless special permission is obtained from the Archives.
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7. **Copies to the Archives:** The Provincial Archives of Saskatchewan would be grateful to receive a copy of any produced work which contains a digital reproduction from the Archives’ collection.
8. **Indemnity:** Clients will indemnify and hold the Provincial Archives of Saskatchewan, its agents and employees harmless from and against any and all claims, damages, liabilities, costs and expenses arising out of or in connection with the reproduction of the documents or the use thereof.
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 - intended use to be stated when ordering the reproduction(s);
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 - for non-exclusive use (definition: not an exclusive right or privilege to use the reproduction; in other words, other clients may also license and use a reproduction of the same archival records.)
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 - to use in any related educational products (teacher editions, translations, adaptations, custom versions, audio and audio visual versions, chapters, instructional material such as workbooks, teacher materials, presentation materials, web sites);
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 - the Client's customers or users may access, post, download, share, reproduce and display educational products, including the Permitted Materials, for non-commercial, educational and instructional purposes
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 - for one-time use only;
 - for non-exclusive use (definition: not an exclusive right or privilege to broadcast the reproduction; in other words, other clients may also license and use a reproduction of the same archival records.)
 - unlimited plays;
 - may use to promote, advertise, or market the Program or Work or Product;
 - Subsequent use of **Reproductions of Archival Records** other than for the purpose first negotiated must be negotiated separately with the Provincial Archives of Saskatchewan; additional fees will be levied accordingly.
- c. **Merchandise Use:** Conditions of use for reproductions of archival records obtained for the purposes of producing commercial merchandise must be negotiated and settled upon in a licensing agreement entered into with the Provincial Archives of Saskatchewan, on a case-by-case basis.