



**Charles F. Cummings New Jersey Information Center**

Newark Public Library

5 Washington St.

PO Box 630

Newark, NJ 07101

973-733-7775

**Private Use Application**

The Newark Public Library (the “Library”) is a public institution dedicated to education, scholarship, and conservation. Permission to photocopy, scan, download, or otherwise obtain items held by the Library is granted when the use conforms to the following terms:

- 1) The Item is used for scholarly, educational, artistic, cultural, or scientific purposes that support the Library’s mission of advancing learning through research and the production of scholarly works, or for Library-approved commercial purposes.
- 2) The Item is for private research only. Should the requester wish to publish, broadcast, excerpt, or otherwise disseminate the Item, whether for-profit or non-profit, the requester must gain permission from the Library.
- 3) The Library may require the requester to (a) pay a fee for any such dissemination and (b) credit the Library using language agreed to by the Library.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Material Requested:

Description of Use:

**Complete the portion below if you are requesting a high-resolution scan:**

Scanning/processing of picture(s): \$4.00 per image for personal/non-profit use, plus \$3.00 for CD-R, if requested. Limit of 25 scanned items per month. Images are scanned at 600dpi and saved as a TIFF. Photos may be saved in a different format if requested. Prepayment is required. All charges are final. For digital images on our website: fee is for high resolution copy only, low resolution may be downloaded with no fee.

*This is in no way an authorization to publish (non-profit or for profit) or to use the picture(s) for profit. If you intend to use the picture(s) for the above purposes you must obtain in writing the Library's permission and pay the appropriate fees (see **Schedule of Fees**). The Library's granting permission to publish does not transfer copyright it owns or controls, and permission is granted only to the extent of the Library's ownership or control of the rights related to the request. Citations should credit: "The Newark Public Library".*

Total Number of Copies:

\_\_\_\_\_ @ \$4.00 (personal/non-profit use) = \$ \_\_\_\_\_

\_\_\_\_\_ CD-R @ \$3.00 = \$ \_\_\_\_\_

TOTAL DUE= \$ \_\_\_\_\_

---

In requesting a copy of the item or items described above the undersigned assumes all responsibility for any copyright infringement that may arise through use of the requested copies and agrees to indemnify and hold harmless The Newark Public Library from any action or claim involving infringement of the rights of a person and/or an author or the heirs or descendants thereof in common law or applicable copyright law.

Applicant (Print Name): \_\_\_\_\_

Applicant (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Librarian (Signature) : \_\_\_\_\_ Date: \_\_\_\_\_