



Request for Photocopies and Letter of Agreement

Benson Ford Research Center • The Henry Ford
20900 Oakwood Blvd • P.O. Box 1970 • Dearborn, MI 48121-1970
Phone: 313.982.6020 • Fax: 313.982.6244

Reference #:
Date Submitted:
Staff Initials:

Name: _____

Institution or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ e-mail: _____

I/we request permission for the noted photocopies/reproductions, for, scholarship, research, or private study. I/we will not further reproduce, distribute, or publish these photocopies/reproductions, except for a single copy where necessary for academic evaluation. Citations to this copy must identify the location of the originals in the "Benson Ford Research Center, The Henry Ford."

Requested by (Signature): _____ **Date:** _____

- The Benson Ford Research Center (BFRC) reserves the right to refuse to duplicate materials considered too brittle, fragile, or tightly bound for safe duplication.
- Depending on staff resources, there may be a need to limit the number of photocopies that will be made.
- If an order is ten pages or less and if time permits, staff will complete the order before the researcher leaves the BFRC.

The copyright status of photographs and printed material is often difficult to determine, because it is affected by such things as the employment status of the creator, the date material was created, the date material was first published, what information accompanied the first publication, and whether the copyright holder exercised his/her/its rights to extension. The Henry Ford has not determined copyright status for many of the photographs and published materials in our collection. Therefore, the Henry Ford is acting only as an owner of the physical original.

- The Henry Ford is not responsible for either determining the copyright status of the material or for securing copyright permission.
- Possession of a photocopy does not constitute permission to use it.
- Permission to use copies other than for private study, scholarship, or research requires the permission of both The Henry Ford and the copyright holder.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." Such uses are considered "fair use," and by law do not require permission of the copyright holder. If a patron later uses a photocopy or reproduction for purposes in excess of "fair use"—including but by no means limited to posting on a Web page or to an Internet Use group, or publication in a book or magazine—the patron may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve or directly lead to violation of the copyright law.

FEE SCHEDULE

Payment is due in advance.

Student Rate (must show student ID) .20 per copy (Black & White)

General Rates	<u>Black & White</u>	<u>.25 per copy</u>
	Color (8.5 x 11")	\$2.00 per copy
	Color (11x17")	\$3.00 per copy

Oversized Copies (Black & White): \$15 per copy + \$35 service charge

Oversized (Color): Photography required; use Photograph Order Form

Vehicle Production Cards: \$20 per copy (\$22 for color photocopy)

SHIPPING CHARGES*

1-200 copies	\$5.00
201-500 copies	\$10.00
500+ copies	\$15.00

* First Class Mail in United States only. Other shipping destinations and services available, charges vary by destination, service, and size of order. Please ask.



Request for Photocopies and Letter of Agreement

Benson Ford Research Center • The Henry Ford • 20900 Oakwood Blvd • P.O. Box 1970 • Dearborn, MI 48121-1970
 Phone: 313.982.6020 • Fax: 313.982.6244

Name:
Date Submitted:
Sheet Of

Location			Description	Select Format & Indicate No. of Pages						Fees	
Accession Number or Collection Title	Box Number	File Folder Heading		8 1/2 x 11 Black & White	11x17 Black & White	Oversize Black & White	8 1/2 x 11 Color	11x17 Color	Cost Per Page	Subtotal	
			- For photo, give ID/negative number - For document, give date and author/topic - For book, give author, title, and page numbers								

Method of Payment	
<input type="checkbox"/>	Cash (in-person orders only)
<input type="checkbox"/>	Check or Money Order payable to "The Henry Ford" <i>Must be payable in US dollars drawn on a US bank.</i>
<input type="checkbox"/>	Credit Card (Mastercard, Visa, Discover, or American Express)
Name on Card: _____	
Billing Address: _____	
Credit Card #: _____	
Expiration Date: _____	CVV Code (on back): _____

Special Instructions
<i>Standard turnaround is 2 weeks.</i>
Delivery
<input type="checkbox"/> Pick Up from Reading Room
<input type="checkbox"/> First Class US Mail
Other Instructions: _____

Subtotal	_____
10% Member Discount	_____
6% MI Sales Tax	_____
Shipping Charges	_____
Total	_____

