



Louisiana Division/City Archives
New Orleans Public Library
219 Loyola Avenue | New Orleans, LA | 70112 | 504.596.2610
neworleanspubliclibrary.org

Release Form for Reproduction of Materials

Date: _____

Name of Requesting Party: _____

Address: _____

Phone: _____ E-mail : _____

Please check appropriate items:

Digital file(s) provided by the Louisiana Division/City Archives (Burn to CD/DVD ; FTP)

Outside photographer or scanner used (provide name & address below)

USE TO BE MADE OF MATERIAL REPRODUCED (check the statement that applies):

These reproductions are for personal use only or for use in research, teaching, or private study. I agree to take responsibility for any unauthorized copy or public display of the reproduction.

These reproductions are for publication, broadcast and/or public display. I have read and agree to comply with the TERMS OF USE stated below. Further, I am aware of my responsibility in the case of copyright infringement.

DESCRIBE THE SPECIFIC USE TO BE MADE OF THE REPRODUCTION(S):

TERMS OF USE

Permission to reproduce items from Louisiana Division/City Archives special collections is granted for personal use or for use in research, teaching, and/or private study.

Permission to reproduce items for ANY OTHER USE is subject to the following conditions:

1. Permission to publish, broadcast, or display is granted only insofar as the rights of the Louisiana Division/City Archives are concerned. In many cases the Louisiana Division/City Archives claims only physical ownership of material in its collections and does not own copyright or other intellectual property rights to this material. In such cases, all responsibility for possible copyright infringement arising from use of reproductions of this material will be assumed by the requesting party.
2. Permission to reproduce materials is granted for one-time use only. Any re-use of the materials without permission of the Louisiana Division/City Archives is forbidden. This permission is not transferable to any other party.
3. Negatives or digital files supplied by the Louisiana Division/City Archives or produced by the requestor or the requestor's designee may not be transferred to any party for any use not stated in this agreement.

