DIGITAL PHOTO REPRODUCTION & USE FORM

This request must be submitted to the National Japanese American Historical Society, Inc. (NJAHS) prior to publication or use of the image. NJAHS authorizes one-time reproduction use per request as specified by our photo reproduction policy.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Organization (if applicable)</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Phone Number ( )</td>
</tr>
<tr>
<td>City / State / Zip</td>
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<tr>
<td>Fax Number ( )</td>
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**Image Description** – Attach Continuation Sheet if necessary for more than three photographs (available upon request).

1. **Title or Caption:**
   - Credit:
   - Accession Number (if applicable)
   - Archival Box Location (if applicable)
     - C ________ S ________ B ________ F ________

2. **Title or Caption:**
   - Credit:
   - Accession Number (if applicable)
   - Archival Box Location (if applicable)
     - C ________ S ________ B ________ F ________

3. **Title or Caption:**
   - Credit:
   - Accession Number (if applicable)
   - Archival Box Location (if applicable)
     - C ________ S ________ B ________ F ________

**Research & Use Fees** – Use fees applicable per photograph or image.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price/Unit</th>
<th>Quantity</th>
<th>Subtotals</th>
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<tbody>
<tr>
<td>Type of Use / Use Fee</td>
<td></td>
<td></td>
<td>Type of Use / Use Fee PER PHOTO</td>
</tr>
<tr>
<td>Report / Dissertation</td>
<td></td>
<td></td>
<td>Personal Use - $50.00</td>
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<tr>
<td>Book</td>
<td></td>
<td></td>
<td>Publication (books, periodicals, etc.) - $100.00</td>
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<tr>
<td>Brochure / Flyer</td>
<td></td>
<td></td>
<td>Display, exhibit - $100.00</td>
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<tr>
<td>Scholarly Journal</td>
<td></td>
<td></td>
<td>Motion picture, TV, video - $100.00</td>
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<td>Magazine / Newspaper</td>
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<td></td>
<td>Other ___________________ (Fee upon review)</td>
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<td>Logo</td>
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<td>Subscription Database</td>
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<td>Performance</td>
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<td></td>
<td>1 Year Press Kit</td>
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<tr>
<td>Exhibition/Display</td>
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<td></td>
<td>Advertisement</td>
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<tr>
<td>Merchandise</td>
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<td>Other: ___________</td>
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<td>Internet</td>
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<tr>
<th>Research + Archivist Fee</th>
<th>$50.00/hr</th>
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**SUBTOTAL**

**Description of Use** – please check all formats that apply.

- [ ] Report / Dissertation
- [ ] Book
- [ ] Brochure / Flyer
- [ ] Scholarly Journal
- [ ] Magazine / Newspaper
- [ ] Logo
- [ ] DVD
- [ ] CD-ROM
- [ ] Performance
- [ ] Exhibition/Display
- [ ] Merchandise
- [ ] Internet
- [ ] Subscription Database
- [ ] Documentary Non-Broadcast
- [ ] TV Broadcast
- [ ] 1 Year Press Kit
- [ ] Advertisement
- [ ] Other: ___________
**Digital Photo Reproduction & Use Form**

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**Reproduction Specifications** – Please check the box(es) for the item you are requesting.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price/Unit</th>
<th>Quantity</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Scan to CD</td>
<td>$20.00/hr</td>
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</table>

Digital Scan Specifications

- TIFF resolution (DPI):
  - 72
  - 300
  - 600
  - Other _________

- Scan Dimensions: ____________ x ____________ in.

**Type of Use / Use Fees**

[Subtotal from Page 1]

**Shipping/Handling**

Processing Level

- Regular/Standard (1-2 weeks)
- Rush (3 days)

Delivery Method

- Call for Pickup
- Email for Pickup
- Upload
- USPS Priority Mail
- USPS 1st Class
- UPS
- FedEx
- DHL (via 3-Day Express only)

Account Number: __________________________

**Payment Information** – Payment is required before order can be processed.

- CASH (copy of this form may be used as receipt of payment)
- CHECK (please attach copy to this form)
- CREDIT CARD
  - Visa
  - Mastercard
  - AMEX
  - Discover

Card Number + (CVV code):

Exp. Date:

Name on card + Billing Address (if different from above):

The undersigned expressly agrees to the Terms & Conditions set forth by NJAHS and assumes all responsibility and any attendant liability for copyright infringement or violation of other rights of third parties that may arise through use of the requested materials, and further agrees to indemnify and hold harmless NJAHS, its directors, officers, employees, and agents from and against any and all damages, claims, expenses, and other liability, including reasonable attorney’s fees, arising out of or related to use of the requested material.

<table>
<thead>
<tr>
<th>Signature of User / Requester</th>
<th>Date Requested</th>
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<tbody>
<tr>
<td>NJAHS Collections Manager or Officer</td>
<td>Date Received</td>
</tr>
</tbody>
</table>