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**APPLICATION FOR PRINTING, PUBLICATION, OR EXHIBITION  
OF AUDIOVISUAL MATERIALS**

This form allows you to request copies of all formats of audiovisual materials (photographs, video footage, audio files, digital images). It is also your first step to request permission to publish or exhibit these materials. Please read the conditions of use below, then complete this form and the order form below. Send BOTH the application and the order form to the attention of the Department of Special Collections and University Archives.

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We will send an invoice upon completion of the request, charging you appropriate fees for duplication, use, as well as postage, if applicable.

In accordance with donor agreements, application forms for the Holy Rosary – Red Cloud and St. Francis Records require the use of a different application form. For these collections, please use the application form available here: Holy Rosary-Red Cloud Indian School: <https://www.marquette.edu/library/archives/documents/PhotoUseApplication-HRM-RCIS.pdf>  
St. Francis Mission: <https://www.marquette.edu/library/archives/documents/PhotoUseApplication-SFM.pdf>

**Send this document to Special Collections and University Archives:**

*Via Email:* send the form via email directly to the staff member you've been working with. Staff contacts are available at <https://www.marquette.edu/library/archives/general.php#staff>

If you have questions about this form, please contact us directly at <https://www.marquette.edu/library/archives/askarch.php>

*Via Mail*

Department of Special Collections and University Archives  
Raynor Memorial Libraries  
PO Box 3141  
1355 W. Wisconsin Avenue  
Milwaukee, WI 53201-3141

*Via FAX to:* (414) 288-6709

**Applicant** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
**Email** \_\_\_\_\_  
**Telephone Number** \_\_\_\_\_

**Nature of request:**

**Creation of duplicates for Personal Use Only**

**Publication of materials**

**Project Title, Publisher, or URL (if applicable):**

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**Expected Date of Publication:** \_\_\_\_\_

**Exhibit / Display of materials**

**Brief Description of Item(s) requested:**

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9. In some cases, the Raynor Memorial Libraries will request a copy of the publication be donated to the Libraries.

I have read and agree to all conditions stated above:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name: [PRINT] \_\_\_\_\_

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For Raynor Memorial Libraries

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**Raynor Memorial Libraries  
Special Collections and University Archives  
Audio-Visual Materials Order Form**

*All users must read and sign the above copyright / use agreement*

Collection	Description or Title of Material	Identifier or Digital ID	Format requested	Quantity	Cost (See Fee Schedule)	Staff use
<i>EXAMPLE: Hilltop Yearbook</i>	<i>Yearbook 1916, page 76</i>	<i>HT_1916_00000082</i>	<i>Scanned TIFF</i>	<i>1</i>	<i>\$5.00</i>	

For a complete schedule of use fees, please see:  
[https://www.marquette.edu/library/archives/fee\\_schedule2017.php](https://www.marquette.edu/library/archives/fee_schedule2017.php)

**Digital Scanning**

\$2.50 per image to be scanned, or \$25.00 per hour. There is no charge for images that have already been scanned. Scanning of oversize and fragile materials is subject to the discretion of the archives staff and subject to a \$10.00 per hour surcharge for equipment set-up and labor.

**DVDs (motion footage) / CDs (audio)**

\$10.00 per disc

**Shipping and Handling**

Minimum charge \$5.00

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**STAFF USE ONLY**

Staff Member: \_\_\_\_\_

Cost of Duplication: \_\_\_\_\_

Use Fee (if applicable): \_\_\_\_\_

Shipping and Handling: \_\_\_\_\_

Total Due: \_\_\_\_\_

Date sent to Patron: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_