

ST. JOHN'S	OCC – Digital Photo Request	City Archives
	Digital Photo Request	

Requestor Details	SECTION 1
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Name _____

Address _____

Phone _____ Email _____

Date _____ Registration # (optional) _____

By way of completion of this form, I understand and comply with the conditions as stated below.

Copyright and Conditions	SECTION 2
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1. Copyright: We abide by the Copyright Act.

The requested copy (copies) may be used for the purposes of research or private study. Responsibility regarding questions of copyright in the use of this electronic copy is assumed by the recipient. For use other than stated above, permission from the owner of the photograph may be required. If you wish to publish, exhibit or broadcast photos copyrighted to the City of St. John's Archives, a One Time User Agreement is required. Please exercise due diligence.

2. Please maintain the historical and artistic integrity of the photograph. Although it may be cropped or resized, content must remain the same unless authorized by the creator.

3. For Citation purposes, please credit the Archives and include the photo number using the following format:

City of St. John's Archives
Photo#: 01-01-001

4. Emailed photos are scanned at minimum 600dpi. If a higher resolution is required, please contact the Archives.

5. These reproductions are digital scans of original photographs, slides, and negatives. While we can attempt to improve the reproduction, some originals show their age. The condition of the reproduction we provide can only be as good, or slightly better, than the original.

1. Please fully complete sections 1 and 5 of this form. Email completed form to archives@stjohns.ca or use the submit button provided below.
2. Allow up to 5 business days for review of your order. An archives representative will respond with an email confirmation.
3. Allow up to 10 business days for processing. Once complete, an Archives representative will deliver your order via email.
4. If shipping is required, please allow up to 10 business days to receive the CD containing your order.
5. There is no fee required when ordering digital photographs.

Method of Delivery:	Email	CD & Pick-up	CD & Delivery
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#	Photo #	Brief Description
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Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is for the purpose of the digital photo request. Questions about the collection and use of the information may be directed to the Archives Technician at archives@stjohns.ca.

For further information:	Phone: 709-576-8167 Email: archives@stjohns.ca
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