## COMMERCIAL USE ORDER FORM & USE AGREEMENT

### Type of Commercial Use (please select)
- [ ] Public Display or Exhibition
- [ ] Advertising/promotion
- [ ] Video/TV/Film production
- [ ] Publication
- [ ] Other: __________________ (see below for examples)

### Publication/production/exhibition in which image(s) will appear:

### Projected date:

### Image # (example: 013-8464)
<table>
<thead>
<tr>
<th>Image #</th>
<th>Title or Description</th>
<th>Digital Copy OR Glossy Inkjet Print (select one)</th>
<th>Digital Delivery</th>
<th>Shipping Costs (prices are per order)</th>
<th>Price</th>
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</thead>
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<td>□ JPG 300ppi ($30) □ TIF 300ppi ($30)</td>
<td>□ Digital delivery to your e-mail</td>
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### Commercial Use includes:
- Advertising (print, television, web)
- Books, posters, postcards, or similar printed item
- Book/CD/DVD jackets
- Public display/exhibition

- Commercial motion pictures/TV broadcasts, videos/DVDs for resale
- Serial or newspaper publication
- Webpages

### TOTAL: $

Please bring or send forms & payment (cash or check made payable to “PPLD” only) to:
Photo Archivist, Special Collections
Pikes Peak Library District
PO Box 1579
Colorado Springs, CO 80901-1579

### Personal/Research/Nonprofit Use?
Requesting images for private display, research or personal interest, a student project, or a nonprofit publication or exhibition (Valid w/ Nonprofit Corp. Entity ID #)?
Please use the PERSONAL/RESEARCH/NONPROFIT USE ORDER FORM & AGREEMENT
SPECIAL COLLECTIONS PHOTO ARCHIVES

COLLECTIONS USE AGREEMENT

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5. Requests for image adjustment (performed by the customer) such as cropping, overprinting, or bleeding the page edge must be made in writing and approved in advance.

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CREDIT LINE FORMATTING

- **General Credit Line:**
  Photograph by [insert photographer name, if available, here]. Courtesy of Special Collections, Pikes Peak Library District, [insert image number here, such as 001-1555].
  Example: Photograph by Harry L. Standley. Courtesy of Special Collections, Pikes Peak Library District, 102-10384.

- **Myron Wood Credit Line:**
  Photograph by Myron Wood, © Pikes Peak Library District, [insert image number here— all Wood photographs begin with 002-].
  Example: Photograph by Myron Wood, © Pikes Peak Library District, 002-2983.

- **Stewarts Commercial Photographers Credit Line:**
  Photograph by Stewarts Commercial Photographers, © Pikes Peak Library District, [insert image number here— all Stewarts photographs begin with 013-].
  Example: Photograph by Stewarts Commercial Photographers, © Pikes Peak Library District, 013-5335.

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Name (please print) ____________________________________________ E-mail________________________________
Signature________________________________________________________ Date________________________
Address ___________________________________________________________________________________________
City________________________________________ State______ Zip_________ Telephone_______________________