

## Ortigas Foundation Library Reprographic Policy

### GENERAL REGULATIONS

1. Requests for reproduction of materials from the photo collection should be made in writing and addressed to the Library Executive Director. The letter or e-mail should be received at least one week before the reproduction is needed. For walk-in, a request form is available in the Library, photo ID is needed.
2. No copies will be made or allowed to be made unless a letter of agreement form has been completed and signed by the client. Faxed or email signatures are accepted.
3. Reproduction/s can be transferred to CD-R, DVD-R or USB, and or be sent by e-mail and will follow the fees schedule provided.
4. Copies will be made from pre-existing surrogates at 300 dpi wherever possible to prevent damaging the originals through handling and exposure to light and heat.
5. Those given approval to reproduce images shall be subject to the following terms and conditions :
  - The authorization given by the Ortigas Foundation Library for reproduction of its photo collection does not entail a grant of copyright or any other intellectual right beyond that of the Ortigas Foundation's. The person, institution or organization requesting to reproduce the images is responsible for obtaining permission from copyright or any other intellectual rights holders, if applicable.
  - The Ortigas Foundation shall not be liable for any use of these reproductions that are contrary to law.
  - Reproductions made for public exposure in print, film, exhibits or advertisements should be credited to the Ortigas Foundation Library.

- Subsequent editions of images will be covered by separate agreements.

## FEES SCHEDULE

FORMAT	PURPOSE	AMOUNT PER IMAGE
<b>Non-Publication</b>	Papers and theses	Php 75.00
	PowerPoint presentation	
	Website (not 300 dpi)	
<b>Academic journals, monographs and school-circulated publications</b>	Non-commercial	Php 150.00
	Commercial	Php 200.00
<b>Publications</b> ( Books, Catalogues, Newsletters, newspapers, magazines, Brochures and flyers)	Non-commercial	Php 250.00
	Commercial	Php 300.00
<b>Posters and calendars, Billboards, tarpaulins and other outdoor large format advertising media</b>	Commercial and non-commercial (One year right of use)	Php 500.00
<b>Television, series/advertisement</b> (for 1 use only)	Non-commercial	Php 1,000.00
	Commercial	Php 2,000.00
Films	Feature documentary	For negotiation
	Commercial, Film Festival	

\*Image resolution of 300 dpi only except for Non-Publication.

### Letter of Agreement for the Image Reproduction

Please supply me with a copy/copies of the image/s as set out below, to be used for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I declare that:

- (a) The image/s will be only used for the purpose/s declared in this agreement.  
 (b) I understand the reprographic policy of the Ortigas Foundation Library printed on the other side of this agreement and promise to abide by them.

I understand that if the declaration is false in a material particular, I shall be liable for infringement of copyright.

Signature..... Date.....

(This must be the personal signature of the person making the request. The signature of an agent or a typewritten signature is not acceptable).

NAME.....  
 ADDRESS.....  
 CONTACT.....  
 .....

**FOR OFFICE USE**  
**Ref No.**.....  
**Date.**.....  
**Confirmed**.....

No.	Title/Ref No. Of Material/s	No. of copies	Mode of Payment	
1			<i>cash</i>	<i>check</i>
2				
3				
4				
5				

*\*Material/s supplied under this form may not be further copied or published in any format,*