



## Historical Photograph Order Form

Name: _____	Company: _____
Address: _____	
Email: _____	Phone: _____

### Terms and Conditions:

1. All copies of requested Photographs are provided by the West Vancouver Memorial Library as-is without any warranty or representation as to the Photographs' content, format, quality, or moral rights status.
2. Purchaser must credit a) "West Vancouver Memorial Library" and item reference code and b) the photographer, if known, for each use of the Photographs, e.g. William McPhee photo, West Vancouver Memorial Library O170.McP.
3. Purchaser must provide to the West Vancouver Memorial Library a complimentary copy of each publication using the Materials.
4. Purchaser is buying only a copy of the Photographs, and is not acquiring any interest in the ownership of the copyright or other proprietary rights in the Photographs.
5. Purchaser assumes sole responsibility for Purchaser's Photographs use and reproduction complying with all applicable laws, including, but not limited to, copyright, moral rights, neighbouring rights, defamation and privacy laws.
6. Purchaser shall not publicly represent or imply that the West Vancouver Memorial Library is participating in, or has sponsored, approved or endorsed the manner or purpose of, Purchaser's use of the Photographs.
7. Purchaser shall not use any trade-mark, official emblem or logo of the West Vancouver Memorial Library, or any of its other references or means of promotion or publicity to represent an association or affiliation with the West Vancouver Memorial Library.

PURCHASER HEREBY CERTIFIES that as indicated below, the Photographs will be used for (a) "Fair Dealing" or for (b) "Other Use".

FAIR DEALING ORDERS: Purchaser confirms that for Photographs used for personal use, private study, criticism and/or review, Purchaser will credit the creator for each such use.

OTHER USE ORDERS: Orders of copies of Photographs for Other Use are checked for ownership status. (a) If they are determined to be in the public domain or their copyright is owned by the West Vancouver Memorial Library, Purchaser will be advised and the Photographs will be supplied. (b) If their copyright is determined to be owned by a third party or unknown, Purchaser will be requested to obtain permission for the identified uses of the Photographs

from their copyright owners. Upon Purchaser notifying the West Vancouver Memorial Library that all such permissions have been obtained, the Library will supply the Photographs. The West Vancouver Memorial Library uses reasonable efforts to ascertain third party owners of Materials, but cannot provide any warranties or representations, and disclaims all liability as to the Materials' copyright status or their ownership.

I have read and I agree to comply with the above conditions of sale and I certify use as below.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WVML Photo Number, e.g. 0170.McP	Scan		Use		Copyright – complete for Other Use only			
	Standard Scan 300 dpi tiff file \$15.00 plus gst and pst	Custom Scan \$25.00 plus gst and pst	Fair dealing e.g. personal, research, review, criticism	Other Use e.g. media, web, print publication, public display	Public Domain	©WVML	Other (requires Permission)	Copyright Permission received Purchaser Must initial
			<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>				

Pick up:  At WVML  Email  Electronic Transfer

Method of payment:  Cash  Cheque  Credit card

Copy of order form given to patron. Retain original Order Form for WVML files.

**Staff initials:** \_\_\_\_\_

For unlocatable copyright owners information see:  
<http://www.cb-cda.gc.ca/unlocatable-introuvables/index-e.html>