



OTM Research Request/Agreement

I, _____ request the following documents and/or photographs from the OTM/WHS Archives:

- Black-and-white copies of documents or photographs (\$.50/page)
- Electronic copies of photographs (\$5/photo, sent as a high resolution files to your e-mail. These may be sent to and printed by a photographic reproduction company)

Detailed Description of Requested Materials

Researcher Contact Information

Researcher: _____

Address: _____

Phone: _____

E-Mail (*must provide for image requests*) _____

I understand that even though OTM has done due diligence in determining ownership, this material may be protected by copyright law (Title 17 U.S. Code). Images may be reproduced for personal use only, with no reproduction rights unless otherwise granted (additional permissions and fees apply). Postage/shipping charges will be added if copied documents are mailed to me.

Researcher Signature

Date

Thank you for understanding that as a small museum with one part-time employee, requests will be filled as soon as possible.