



# ALABAMA DEPARTMENT OF ARCHIVES & HISTORY

**ADAH Reproduction Orders**  
 P.O. Box 300100  
 Montgomery, Alabama 36130  
 Fax: 334-240-3125  
 Email: [meredith.mcdonough@archives.alabama.gov](mailto:meredith.mcdonough@archives.alabama.gov)

## Alabama Media Group Collection Order Form

CUSTOMER DETAILS				
Name _____			Date _____	
Address _____				
City _____		State _____		ZIP code _____
Email _____			Telephone _____	

(See reverse side for information about formats and fees.)

ORDER DETAILS				
FILE NAME	DESCRIPTION	FORMAT	QUANTITY	TOTAL
<b>Special Instructions:</b>			<b>SUBTOTAL</b>	
			<b>REFERENCE</b>	
			<b>COMMERCIAL</b>	
			<b>TOTAL</b>	

USE AND PAYMENT DETAILS
Intended use: Personal <input type="checkbox"/> Non-commercial publication <input type="checkbox"/> Commercial publication <input type="checkbox"/>
For publication, submit a use agreement form: <a href="http://www.archives.alabama.gov/referenc/AMG_reference.pdf">http://www.archives.alabama.gov/referenc/AMG_reference.pdf</a>
Payment method: Check <input type="checkbox"/> Money order <input type="checkbox"/> Credit or debit card <input type="checkbox"/>
Make <b>checks</b> and <b>money orders</b> payable to <b>ADAH</b> and include a driver's license number on personal checks (a fee of \$30 may be assessed for returned checks). <b>Visa</b> , <b>MasterCard</b> , and <b>American Express</b> are also accepted. Staff will call for card information; please indicate availability in <b>Special Instructions</b> above (Monday through Friday, 8:30 a.m. to 4:30 p.m. [Central Time]).

STAFF USE ONLY				
Date Received	Payment Type	Date Paid	Date Filled	Staff Initials

NOTES:

CREDIT CARD INFORMATION			
Card Type	Number	Expiration	Name

# Alabama Department of Archives and History

## Alabama Media Group Collection Orders

### FORMATS AND FEES

<b>Digital Files</b>	
From website	\$10.00 each
New scans	\$20.00 each
<b>Photographic prints</b>	
Up to 5 by 7 inches	\$10.00 each
Up to 8.5 by 11 inches	\$20.00 each
Up to 13 by 19 inches	\$30.00 each
<b>Reference</b>	
Per 30 minutes	\$20.00
<b>Commercial use</b>	
If applicable	\$50 each

#### Digital Files

File resolution varies according to format, but the following generally apply: photographs, 600 PPI; 4x5 negatives, 1200 PPI; 2¼x2¼ negatives, 2000 PPI; 35mm, 4000 PPI.

Files will be delivered as JPEGs via Dropbox links unless otherwise requested in the **Special Instructions** section.

#### Photographic Prints

Images are resized to fill as much of the photographic paper as possible, but final print area depends on the dimensions of original image.

#### Reference

Fee includes one digital image. For more information, see [http://www.archives.alabama.gov/referenc/AMG\\_reference.pdf](http://www.archives.alabama.gov/referenc/AMG_reference.pdf).

#### Commercial Use

See the definitions below to determine if intended use is commercial.

### PAYMENT OPTIONS

**Checks** and **money orders** should be payable to **ADAH**. Please include a driver's license number on personal checks. (A fee of \$30 may be assessed for returned checks.)

**Visa**, **MasterCard**, and **American Express** are also accepted. Staff will call for card information; please indicate availability in the Special Instructions section of the order form. Regular office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. (Central Time).

### USE DEFINITIONS

**Commercial use** includes, but is not limited to, publication in any commercial medium in which the item(s) are a principal focus of content; use in films produced for commercial distribution; and reproduction on items of merchandise.

**Non-commercial use** includes, but is not limited to, the development of curricular resources for education; presentations made to public or private audiences with an educational or informational purpose; publication in scholarly or popular books, magazines, journals, newspapers, blogs, documentaries, and other productions with an educational or informational purpose and in which the item(s) from the collection are to be used for illustrative purposes.

Regardless of use, please complete a permission form before publishing material from the Alabama Media Group Collection: [http://www.archives.alabama.gov/referenc/AMG\\_permission.pdf](http://www.archives.alabama.gov/referenc/AMG_permission.pdf).