

# Image Reproduction Request

## How to use this form

Complete this form to order copies of non-digitized photographs, maps, documents and other records available at the City of Toronto Archives. Submit your completed form to Archives' Research Hall staff, either in-person or via email: [archives@toronto.ca](mailto:archives@toronto.ca)

Accessibility for Ontarians with Disabilities Act (AODA) – alternate options for form completion are available upon request by contacting the Archives Research Hall, 416-397-0778.

If you have any questions about this form please contact the Archives Research Hall, 416-397-0778.

## Contact Information

<input type="checkbox"/> Private Individual		<input type="checkbox"/> Business/Organization (for business/organization representative please insert business contact information)	
First Name		Last Name	
Archives Registration Number (if applicable)			
Street Number	Street Name		Suite/Unit Number
City		Province/State	
Postal Code		Country	
Telephone Number		Email	

## Intended Use of Image(s)

Check one:

- ☐ For personal use  
☐ For non-private use/publication

Briefly describe how the image(s) will be used (in a book, documentary film, article, exhibit, brochure, etc.). Please include title, publisher, author, production company, and date of publication, release, or display.

# Image Reproduction Request

## Details and Cost of Your Order

### Prices

- A. 8 x 10 print - \$25
- B. 11 x 14 print - \$40
- C. 16 x 20 print - \$50
- D. Digital file - \$25

### Details of Image(s)

Fonds, series, file and item number	Title/description	Size and format	Quantity and cost	Box number (staff use only)
<b>SAMPLE ENTRY:</b> Fonds 200, Sers. 372, Sub-sers. 10, Item 187	<b>SAMPLE ENTRY:</b> Bloor St. Viaduct	<b>SAMPLE ENTRY:</b> A	<b>SAMPLE ENTRY:</b> 1@\$25	

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**Cost of order**

Subtotal:

\$

+ HST @ 13%:

\$

☐ Check this box if you are placing a RUSH order (2x price)**Total cost:**

\$

**Preferred method of delivery****For digital file(s)**

Check one and circle choice for pickup or mail:

☐ FTP (email)USB  
(pickup or mail)**For print(s)**

Check one:

- ☐ Pickup
- ☐ Mail (No additional fee. Delivery date cannot be guaranteed.)

**About your order**

- Turnaround time for regular orders is up to 10 business days. Rush orders usually take between 2 and 5 business days, depending on the availability of the digital version.
- All orders require pre-payment. Archives staff will contact you to collect payment information.
- Archives staff will contact you when your order is ready for pickup or download.

**Useful information**

- Images are created as TIFF files at a high resolution – typically 600 dpi for an 8" x 10" photograph.
- It may not always be possible to reproduce very fragile material.

# Image Reproduction Request

- If you wish to publish archival material or reproduce it further, please fill out the Image Request form available on our website.
- Purchasing a reproduction of a record does not transfer copyright to the purchaser.
- Unless you are using custom colour management profiles with compliant software applications such as Adobe Photoshop, colours displayed on your monitor may appear different from the original image.
- The Archives uses high-quality inkjet papers and inks. Temperature, humidity and lighting conditions can cause prints to fade or change colours. Manufacturers of inkjet products will not guarantee the longevity of prints. Therefore, the Archives cannot guarantee that its prints will not fade or change colours.
- Each digital reproduction will include the entire image plus any border and any descriptive text that was added to the image.

## Signature

Signature	Date (yyyy-mm-dd)
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City Clerk's Office collects personal information on this form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, sections 136(c) and 200(5). The information is used to process your image reproduction request, for contact purposes, and to aggregate statistical reporting. Questions about this collection can be directed to City Archivist, City of Toronto Archives 255 Spadina Road, Toronto, Ontario, M5R 2V3 or by telephone at (416) 397-7393.