

IMAGE LIBRARY

To Our University Colleagues:

The Image Library of University Publications is open by appointment to staff and faculty of the University of Chicago. Appointments can be scheduled with our image librarian Sharon Koontz (702-2852) or Julie Robinson (702-9028).

Our library contains thousands of images—color transparencies of all sizes and prints both in color and black and white—taken by professional photographers over the past two decades. Updated each year, it is by far the largest resource for recent images of the campus and of faculty, students, and activities at the University of Chicago.

You may gain access to this library for a fee of \$35 per hour that covers photo searching, image scanning, ordering of prints or transparencies, labeling, and record keeping. There is a processing fee of \$10 per image for images that you reproduce; any outside lab fees will depend on your individual order. All fees may be paid on an Interdepartmental Order Form (Form 62).

Images from the Image Library may be used in officially sanctioned University of Chicago non-profit materials. Any other usage will require contractual renegotiation with the photographer. An additional usage fee may apply as well.

Because of current copyright laws, departments or individuals are considered accountable for any subsequent usage of images they obtain from the Image Library. If you prefer not to accept that responsibility or do not have appropriate storage facilities, you may return the images to University Publications after initial use, and we will be happy to store them for you.

Please forward to University Publications three samples of any print or Web publication of each image used from the Image Library. We will file two samples in University Publications and provide the third to the photographer as documentation of the University's compliance with the photography contract.

Thank you,

Image Librarian
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The University of Chicago
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