



Digital Photo Request

Requestor Details

SECTION 1

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ Registration # (optional) \_\_\_\_\_

By way of completion of this form, I understand and comply with the conditions as stated below.

Fee Information

SECTION 2

Photograph - \$5.00 each

CD - \$5.00 each

Shipping & Handling - \$5.00

Copyright and Conditions

SECTION 3

1. **Copyright:** We abide by the Copyright Act.

The requested copy (copies) may be used for the purposes of research or private study. Responsibility regarding questions of copyright in the use of this electronic copy is assumed by the recipient. For use other than stated above, permission from the owner of the photograph may be required. If you wish to publish, exhibit or broadcast photos copyrighted to the City of St. John’s Archives, a **One Time User Agreement** is required. Please exercise due diligence.

2. **Please maintain the historical and artistic integrity of the photograph.** Although it may be cropped or resized, content must remain the same unless authorized by the creator.

3. For **Citation** purposes, please credit the Archives and include the photo number using the following format:

**City of St. John’s Archives**

**Photo#: 01-01-001**

4. Emailed photos are scanned at minimum 600dpi. If a higher resolution is required, please contact the Archives. Additional charges may apply.

5. These reproductions are scans of original photographs, slides, negatives. While we can attempt to improve the reproduction, some originals are in bad shape. The condition of the reproduction we provide can only be as good, or slightly better, than the original.

Ordering Information

SECTION 4

1. **Please fill out the Requestor Details, Section 1 along with your Order Details, Section 6.** Email this form to archives@stjohns.ca or use the submit button provided below.
2. Allow up to 5 business days for review of your order. An archives representative will respond with an email confirmation and instructions for payment.
3. All photograph orders require pre-payment before your order is processed.
4. Once payment is made you will receive a receipt from the City of St. John’s Citizen Service Centre after which your order will be processed.
5. Allow up to 10 business days for processing. Once complete, an Archives representative will email you your order.
6. If shipping is required, then allow up to 10 business days to receive your order on CD.

Questions or Comments

SECTION 5

Method of Delivery:      Email                                      CD & Pick-up                                      CD & Delivery

#	Photo #	Brief Description	Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		CD	
		Shipping	
		Total amount due	

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is for the purpose of the digital photo request. Questions about the collection and use of the information may be directed to the Archives Technician at [archives@stjohns.ca](mailto:archives@stjohns.ca).

For further information:  
 Phone: 709-576-8167  
 Email: [archives@stjohns.ca](mailto:archives@stjohns.ca)