



BROOKLYN NAVY YARD DEVELOPMENT CORPORATION ARCHIVES

REPRODUCTION REQUEST FORM

NAME		DATE NEEDED BY
INSTITUTION OR COMPANY		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL	

REQUESTOR

- BNYDC tenant.
- Client or contractor involved in project.
- Individual, student, educator, organization/institution.

REQUESTED PURPOSE

- Architecture/design work.
- Scholarship.
- Personal use.
- Other.



POLICIES AND PROCEDURES FOR REPRODUCTION AND USAGE

- In order for a Use Copy to be furnished, users are required to submit a Reproduction Request Form to the Archives.
- In the interest of physical preservation, all requests are subject to the condition of the original material. Use Copies will not be made which may damage, endanger, or alter the original material in any way.
- Creation of copies does not include permission to publish or use items in the BNYDC Archives under copyright for anything other than research/personal reference without receiving necessary usage permission.
- *The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to make a photocopy or reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for a purpose which does not qualify as "fair use," that user may be individually liable for copyright infringement. Sasaki Associates reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or other applicable law.*
- The Archives will not do research concerning the existence and/or whereabouts of rights holders. The Archives also will not facilitate requests for permission from rights holders. To the extent that the Archives provides available information about potential rights holders, the Archives does not warranty the accuracy of such information and shall not be responsible for any inaccurate information. The requestor assumes all liability for publication of any materials in the BNYDC Archives' collection.
- Use Copy fees vary based on size of the originals, as well as intended use, as outlined below. There are no Usage Fees for items in the public domain. All fees are waived for tenants of the Brooklyn Navy Yard.
- Production of Use Copies is done by Archives staff only. Use Copies are furnished digitally.
- The Archives reserves the right to limit the number of copies made and to deny a request because of copyright regulations, privacy rights, donor-imposed regulations, or other legal requirements.
- Use Copies of items under copyright are provided for a one-time personal or research use and are not to be reproduced, nor used for publication of any other public purpose, without the written permission of the Archives.
- **THE REPRODUCTIONS ARE "AS IS" WITHOUT WARRANTY OF ANY KIND. LICENSOR MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.**
- All reproductions of images and materials must be credited to the BNYDC Archives, as the source as follows: _____.

By signing this document, I agree to abide by the policies and use guidelines of the BNYDC Archives.

SIGNATURE

NAME (PRINTED)

DATE

APPROVED BY

Brooklyn Navy Yard Development Corporation

63 Flushing Avenue, Unit 300 | Brooklyn, NY 11205 | 718-907-5900 | www.brooklynnavyyard.org



REPRODUCTION FEES

Photographic/Document image (not already digitized):* \$5.00

Plans/Maps (not already digitized):* \$50.00

*Archival material already digitized will be furnished to the requestor free of charge.

USAGE FEES (INCLUDES EXHIBITS, PROFESSIONAL FILMS OR MULTI-MEDIA PRESENTATIONS, AND PRINT RUNS)

Non-profit* \$50.00

 \$20.00 for each additional

*Must provide proof of non-profit status.

For-profit \$100.00

 \$50.00 for each additional

