

KentuckyHistoricalSociety

Duplication Services
100 W. Broadway • Frankfort, KY 40601
502-564-1792 • khsrefdesk@ky.gov • history.ky.gov

Collections Duplication Request

Use this form to request a quote for high resolution, quality digital files of materials from the Kentucky Historical Society.

Ordering Process

To provide you with the best possible service, please complete the attached Collections Duplication Request form and email (preferred), fax, or mail the form to the address listed below. Upon receipt of your request, a Kentucky Historical Society (KHS) staff member will email you a quote based on the statement of use. You will be sent a Collections Duplication Agreement for your signature upon acceptance of the quote. Your order will be processed after KHS receives your signed agreement and payment. Digital files will be delivered via an FTP. Downloading instructions will be sent to you by email.

Prices

The cost to purchase an item varies depending on your project and foreseen use. Please see to our Rights and Reproductions Fee Schedule for more information.

<http://history.ky.gov/wp-content/uploads/2014/12/RR-Fee-schedule-2015.pdf>

Turn-Around Time

You can expect a reply via email to your initial request within 3 business days. Average turnaround time is 14 business days from receipt of payment and signed agreement. However, orders can take up to 30 business days depending on the complexity of the order. Rush service may be available upon request for an additional charge.

Payment

Prepayment is required for all orders. You may pay by credit card (Visa, Discover, MasterCard, American Express), check, or cash.

Email (preferred), fax, or mail completed request form to:

Duplication Services
100 W. Broadway
Frankfort, KY 40601
khsrefdesk@ky.gov
Fax: 502-564-4701

Questions?

Email: khsrefdesk@ky.gov

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Collection Duplication Request

Contact Information						
Name:				Date:		
Company/Institution:						
Address						
City:		State:		Zip		
Telephone:		Fax:				
Email:						

Items Requested

Provide a list of your requested items below. Include information to help us identify the requested material such as the website link, object's accession number, title of work, collection name, and/or brief descriptions.

How did you find out about this object?

Tell us how you learned about this item:

- KHS website/databases
- Other websites/databases
- Book or other publication
- Word of mouth
- Other:

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Project/Use Information

Please provide information on your intended use of the requested items by checking one or more of the boxes below and answering any additional questions.

Personal Research / Reference Use Only
Digital files may be used for personal research only. Permission to publish must come from KHS

Décor

<input type="checkbox"/> Home décor	
<input type="checkbox"/> Private office décor	If so, non-profit or commercial use? _____
<input type="checkbox"/> Public area décor	If so, non-profit or commercial use? _____

Publication or Exhibition
Includes books, magazines, journals, films, television, advertising, museum exhibitions, internet usage, presentation, and other types of publications

Non-profit or commercial use? _____

Type of publication? _____

Project title: _____

Title of publication: _____

Author / Creator: _____

Publisher / Producer: _____

Date of publication: _____

Will the project be published in more than one format? _____

Are promotional rights, including web, required? _____

Term of usage? Single Use Five Years Right In Perpetuity

Other
Please specify:

Format

Digital File

Permission only (reproduction delivery not needed)

Delivery Method

Digital download (no additional charge, instructions will be emailed)

CD (additional charge for CDs, CD will be delivered by USPS)

Delivery Deadline

Deadline for delivery:

Standard turnaround time is 14 business days from receipt of payment. Rush service may be available upon request for an additional charge.

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Additional Information

Use this space to include additional information regarding your order or to ask any questions you may have:

Thank you for your collection duplication request! You will be contacted by a KHS staff member regarding your request within 3 business days