

Special Collections and Archives Kennedy Library, Cal Poly San Luis Obispo, CA 93407 Phone: 805-756-2305 Email: archives@calpoly.edu www.lib.calpoly.edu/sca

Permission to Publish Worksheet*

(*Completing this worksheet does not constitute permission to publish)

Organization ("Licensee"):		
Contact Name:		
	Email:	
Address:		
Affiliate(s) [if applicable]:		
Phone:	Email:	
Address:		
USE Title and description of i	ntended use:	
Projected date of publica	tion/production:	
Print run:	Run of program (i.e., 2 year, 3 year, etc.,):	



Special Collections and Archives Kennedy Library, Cal Poly San Luis Obispo, CA 93407 Phone: 805-756-2305 Email: archives@calpoly.edu www.lib.calpoly.edu/sca

FORMAT: [check all that may apply]			
☐ Web	☐ Video/DVD		
Book	Multimedia (specify):		
Dissertation	 School Project/Paper Campus Publication 		
Exhibit			
Journal/Periodical	Newspaper/Daily/Weekly		
Film/Broadcast Program	Other (specify):		
DISTRIBUTION RIGHTS DESIRED (for one-time publication/production, one			
North American Rights	World Rights		
Language 1:			
Language 2:			
Other:			
ADDITIONAL PROMOTIONAL RIGHTS	DESIRED:		
Cover Product Catalog	Brochure		
Book/Video/DVD Jacket	ner:		
Digital Media Format Needs:			
Resolution: Online [75 d.p.i.] Print: d.p.i: print size: Other:	File Format: jpg tiff other:		



Special Collections and Archives Kennedy Library, Cal Poly San Luis Obispo, CA 93407

Requested Materials:

Phone: 805-756-2305 Email: archives@calpoly.edu www.lib.calpoly.edu/sca

Collection	Image ID or Box#Folder#	Item Description	Service	Fee

Subtotal: _____

Processing Fee: _____

Rush Fee: _____

Total: _____

Service	Patron	Cost/Item
Reference PDF or JPG	All*	\$1/page (or image)
High resolution digital scans (JPG or TIF)	Students, educators, CSU affiliates (faculty, staff, alumni), San Luis Obispo County residents*	Existing scans: • \$5 each New scan or adjustment to existing scan: • \$10 each
	Others	Existing scans: • \$10 each New scan or adjustment on existing scan: • \$25 each
Large-format, audio, or audiovisual materials	All	Cost of labor, materials, and/or vendor charges
Additional Fees		
Processing Fees	Students, educators, CSU affiliates (faculty, staff, alumni), San Luis Obispo County residents Others	\$5 per order \$10 per order
Death Free 24 Harris		X
Rush Fees – 24 Hours	All	200%
Rush Fees – 48 Hours	All	100%

Make checks payable to: Cal Poly

Mail to: Attn: Special Collections and Archives Kennedy Library, Cal Poly 1 Grand Ave. San Luis Obispo, CA 93407

* Cal Poly affiliates receive first 100 reproductions per year from University Archives at no cost