



IMAGE REQUEST FORM

Please allow 3 weeks to process this request, or 6 weeks if it requires new photography.

1. MATERIALS REQUESTED

Description of NYSM Material Requested

- List NYSM object catalog numbers and/or briefly describe images requested:

- If you have a reproduction of the desired image that would help clarify your order, please submit it with this form.
If the desired image has been published previously, please provide publication name, author, and page number:

Format of Image (Please submit new image request form for each group of images with differing format requirements.)

- Digital Images For digital use For print use, size: x inches
Prints B&W Color 4x6 5x7 8x10
Photocopies 8.5x11 11x17

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2. REQUESTOR CONTACT INFORMATION

Billing Information

Name Title Institution Address Email Phone Fax Non-profit

Shipping Information (if different)

Name Institution Address Email Phone Fax

3. FORM SUBMITTAL INFORMATION

This form can be submitted to NYSM Images & Permissions by mail (see address above), by fax (518-486-2034), or by email (nysmimagereq@mail.nysed.gov). Email is preferred.