

# Long Beach Collection Photo Order Form



Please print this form and fill it out completely. This form is for photos for *personal, one-time, non-commercial* use only. To request photos for any other use, contact [lbpl\\_reference@lbpl.org](mailto:lbpl_reference@lbpl.org).

## PHOTOGRAPH(S) REQUESTED

Information can be found on the LBPL Digital Archive at <http://encore.lbpl.org/iii/cpro/>.

| Photo Title | Photo Identifier<br>(Ex: LBPL_9999.jpg) | Matte, Gloss, or Save<br>to Compact Disc | Size Requested<br>(up to 8"x10" only) |
|-------------|---|--|---------------------------------------|
|             |   |  |                                       |
|             |   |  |                                       |
|             |   |  |                                       |

## REQUESTED BY (Your Information)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Check one:     Pick up at the Main Library     Mail to the address above

## PAYMENT

**The fee is \$50.00 for each photo requested**, printed on photo paper or saved on CD, mailing costs included. All photo orders must be pre-paid. Staff cannot select photos for you. Please allow up to 4 weeks to process orders of 1-10 photos.

If you have questions or do not have enough information to fill out the form, please email [lbpl\\_reference@lbpl.org](mailto:lbpl_reference@lbpl.org) or call (562) 570-7500. Incomplete or illegible forms will not be processed. Please make checks or money orders payable to Long Beach Public Library. Mail this completed form and a check or money order to:

*Long Beach Public Library  
Attn: Long Beach History Librarian  
101 Pacific Ave.  
Long Beach, CA 90822*