

Oklahoma Department of Corrections



The Program That Works for Oklahoma

SERVICES AGREEMENT

Please read this agreement carefully before using our services.

By signing this document, I give Oklahoma Correctional Industries (OCI) permission to make digital images of our yearbooks with the understanding that I will receive a copy of the images on DVD(s) **at no cost**. The yearbooks will be scanned in color at 300 DPI and saved in *PDF* format which is considered publisher quality. After the project is complete, our yearbooks will be returned to us in the same condition as they were sent in. I understand Oklahoma Correctional Industries is a part of Oklahoma Department of Corrections and the labor used is provided by the offender population.

OCI reserves the right to use any images it acquires for the purpose of marketing and promotions. It is OCI's intent to use those images as a course of business. OCI may, or may not, choose to distribute them to other agencies or vendors (i.e. other libraries, schools, genealogy societies, historical societies, or museums, etc.). These images will not be used by OCI in any manner not consistent with their original intended purpose as yearbook material, or in a way that may be deemed as disrespectful to persons within. OCI complies with any and all federal copyright laws and regulations.

If you do not accept these terms and conditions, please do not use OCI services. Your use of the services that OCI provides confirms your acceptance of the terms and conditions set forth in this agreement.

Thank you for your participation in the OCI Yearbook Project.

Chris Caskey

OCI Yearbook Project

Coordinator (405) 527-4825

chris.caskey@doc.ok.gov

X _____
Authorized Representative

X _____
Phone

X _____
Facility Name

X _____
Address

X _____
X City, State and Zip Code _____