Oberlin College Archives/Oberlin College Library 420 Mudd Center Oberlin, Ohio 44074

440-775-8014 FAX: 440-775-8016 Archives.Office@oberlin.edu

APPLICATION FOR PHOTOGRAPHIC PUBLICATION

Please complete, sign, and return this form to the attention of the Archivist. **Make the check payable to the "Oberlin College Archives."**

pplicant:
stitution/company:
ldress:
nail address:
elephone Number:

In consideration of receiving permission to publish/exhibit copy photographs (detailed on the reverse of this form) from the collections of the Oberlin College Archives or the Oberlin College Library, the applicant accepts the following conditions:

- 1. Acceptance that the user pay a per item fee for any reproduction used in a publication. Price will vary.
- 2. Acceptance that permission is only granted for **one-time** usage in publication (one edition and in one language). Photographic material may not be reused, copied, or distributed without the written permission of the Oberlin College Archives or the Oberlin College Library.
- Acceptance that requests for permission to reproduce an image for publication must be made in writing and accompany this form (email is acceptable).
- 4. Acceptance that Oberlin College retains all property rights of digital image files or hard copy images created. All 4"x5" transparencies are loaned on a temporary basis and must be returned to the Archives or the Library.
- 5. Acceptance that each illustration will be credited as "Oberlin College Archives" or "Oberlin College Library Special Collections".
- 6. To defend and indemnify and save and hold harmless Oberlin College, its Archives or Library, its employees or designates, and the donors and former owners of Archives or Library collections, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of images to the undersigned applicant and their use in any manner, including inspection, publication, reproduction, duplication or printing by anyone for any purpose whatsoever.

The applicant hereby agrees that this permission, if granted, shall be subject to accepting the conditions outlined on this form, and further agrees to pay all fees promptly. Items are listed on the back of this form.

Signature of Applicant	
Name and Title	
Total amount due	

This portion will be completed by the Oberlin College Archives or the Oberlin College Library.

Permission is granted to publish/exhibit copy images from the Oberlin College Archives or the Oberlin College Library collection, for **one-time** use only, and is subject to the conditions listed on this form.

For the Oberlin College Archives or the Oberlin College Library:

Name	Amt. received	_ Date
Title		
Complimentary copy received	or N/A	

APPLICATION FOR PHOTOGRAPHIC PUBLICATION (page 2 of 2)

Applicant ______ hereby applies for permission to publish the following photograph(s):

PHOTOGRAPH / OBJECT TITLE	IMAGE TYPE & SIZE	FEE
	TOTAL AMOUNT DUE:	

The photograph(s) will appear in the following publication:

or	Author _
	Title _
	Publisher
ress	Address
site URL	Website (
ected date of publication	Expected

WARNING OF COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to make available a photocopy or other reproduction. Among the specified conditions is that the photocopy or reproduction (whether analog or digital) is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Oberlin College reserves the right to refuse to copy some items if, in its judgment, the request involves a violation of copyright law.

Duplication of items from the photograph collection of the Oberlin College Archives or the Oberlin College Library is governed by the policy stated above. Further reproduction of images, including digital, from Oberlin's collections is permitted only after the completion of the APPLICATION FOR PHOTOGRAPHIC PUBLICATION. The completion of this form does not imply clearance of any copyright restrictions other than those vested in Oberlin College. It is the responsibility of the party using photographs from the collections of the Oberlin College Archives or the Oberlin College Library to ascertain and clear copyright restrictions on photographs provided from the photograph collection(s).

Revised February 2009, December 2010, and August 2012.