

University of Washington Libraries, Special Collections  
Box 352900, Seattle, WA 98195-2900

Email: [photos@u.washington.edu](mailto:photos@u.washington.edu) Phone (206) 543-1929 Fax (206) 543-1931

## PART 1: APPLICANT INFORMATION

PLEASE PRINT

Name: \_\_\_\_\_

Company/Institution \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## PART 2: CONDITIONS OF APPLICATION

By signing this application, you agree to the following if permission is granted:

- 1) **Permitted Use:** You may use the Images or Excerpts only for the purpose described above under "Project Description." Altering or manipulating the Images beyond standard cropping and resizing requires permission from Special Collections.
- 2) **Copyright and Third Party Rights:** Unless notified explicitly otherwise in writing by the University, you acknowledge and agree that the University may not be the owner of the copyright in these Manuscripts or Images and that any permission granted does not constitute a copyright license. You agree to obtain any authorizations from third parties as may be required for your use of the Images, including copyright and publicity rights.
- 3) **Credits**
  - a) **Images:** You agree to use the credit, *University of Washington Libraries, Special Collections*, [plus the negative number]. (For example, *University of Washington Libraries, Special Collections, Hegg1224.*) The credit information for digital files must be integral with the image as it is displayed, so that downloading of the image includes the credit line. Television and film projects may use the credit without the negative number for broadcast.
  - b) **Manuscripts:** You agree to use the credit, *University of Washington Libraries, Special Collections*, [plus the collection name, accession number, box number, folder number if available]. (For example, *University of Washington Libraries, Special Collections, American Lung Association of Washington records, accession #5271-001, box 2, folder 13.*)
- 4) **Contribution of Copy:** You agree to provide one copy of the publication/project to Special Collections. In the case of film, a video copy is acceptable. (In some circumstances a copy is requested, but not required, such as for small personal publishing projects. In the case of signage or single items a copy is not required.) You must provide Special Collections with the URL address for all websites where the Images or Excerpts are displayed, and you must notify Special Collections of all URL address changes.
- 5) **Liability:** You agree to defend, indemnify, and hold harmless the University of Washington and its officers, employees, and agents from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from your use of the images.
- 6) **Fee:** You agree to pay all fees incurred with this request.
- 7) **Effect of Non-Compliance:** *You understand and agree that failure to comply with one or more of the conditions stated herein may result in the loss of any permission granted and the denial of future requests for reproductions.*

By signing below, you agree to the above conditions. If you are requesting the Images for a unit of the UW, a company or organization, you represent that you have the authority to act on behalf of that UW unit, company, or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Permission for Use

## PART 3: PROJECT DESCRIPTION

PLEASE PRINT

Title of Project: \_\_\_\_\_

Author/Director: \_\_\_\_\_ Publication/Release date: \_\_\_\_\_

Publisher/Production Company: \_\_\_\_\_

New Use  Re-use  
 Non-profit status Non-profit identification number: \_\_\_\_\_  
 UW Faculty/Staff/Student Department \_\_\_\_\_

### Format Distribution Information: (Please check all that apply.)

All permissions include use in promotional materials related to project.

Print Media	No. of Copies	No. of Copies	Electronic	Quantity
<input type="checkbox"/> Book/Catalog		<input type="checkbox"/> Brochure/Flyer/Poster	<input type="checkbox"/> CD-Rom	
<input type="checkbox"/> Magazine/Journal		<input type="checkbox"/> Report/Limited publication	<input type="checkbox"/> DVD	
<input type="checkbox"/> Newspaper Article		<input type="checkbox"/> Thesis/Dissertation	<input type="checkbox"/> E-Books	
<input type="checkbox"/> Self-publishing		<input type="checkbox"/> Cover	<input type="checkbox"/> World Wide Web (url)	

### Film/Video Production (licensed for one use/episode/appearance for the life of the project)

<input type="checkbox"/> Standard/Non-standard TV/Local/National	<input type="checkbox"/> Theatrical
<input type="checkbox"/> Non-broadcast	<input type="checkbox"/> Home Video/DVD sales/rental
<input type="checkbox"/> Standard/Non-standard TV/World-wide	<input type="checkbox"/> Non-theatrical Distribution
<input type="checkbox"/> Non-broadcast Instructional	<input type="checkbox"/> Other

### Other Uses

<input type="checkbox"/> Commercial Advertising	<input type="checkbox"/> Signage	<input type="checkbox"/> Theater/Presentation
<input type="checkbox"/> Commercial Display	<input type="checkbox"/> Office Décor/Interior Design	<input type="checkbox"/> Personal Use
<input type="checkbox"/> Commercial Product	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Other

### Alteration of Original Image (beyond standard cropping/sizing for use)

Request to alter image: Describe alteration \_\_\_\_\_

## PART 4: MATERIALS REQUESTED FOR USE

Please attach a list if you need additional space.

**Images:** Use *Negative Numbers*—UW 12347, Hegg 1234; or *Order Numbers* (from digital site)—SEA123.

**or Manuscripts:** Please identify Collection Name, Accession Number, Box Number, Folder Number if available, and Item Title. Please provide an attached list if necessary.

---

---

---

---

---

I am not ordering reproductions at this time. I understand this is for permission only.

I am also submitting a reproduction request form at this time.