

Permission for Use

STAFF USE
Job # _____

University of Washington Libraries, Special Collections

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PART 1: APPLICANT INFORMATION

PLEASE PRINT

Name: _____

Company/Institution _____

Street Address _____ City _____ State _____ Zip code _____

Phone _____ Fax _____ Email _____

BEFORE SUBMITTING, PLEASE NOTE: In order to obtain permission to use materials contained in UW Special Collections, all requested information must be provided.

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 below 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 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.

X _____
Signature

X _____
Date

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PART 3: PROJECT DESCRIPTION

If ANY of the following requested information is unknown/undecided, please wait until it has been confirmed before submitting application.

PLEASE PRINT

Title of Project: _____

Author/Director: _____ Publication/Release Date: _____

Publisher/Production Company: _____

Project Description: _____

- New Use Reuse
- Non-profit Status - **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.

Book/Catalog	<i>Quantity if needed</i>	Magazine/Journal	<i>Quantity</i>	Newspaper	<i>Quantity</i>
<input type="checkbox"/> Print		<input type="checkbox"/> Custom Media Derivatives		<input type="checkbox"/> Print	
<input type="checkbox"/> E-book		<input type="checkbox"/> Ancillaries		<input type="checkbox"/> Online	
<input type="checkbox"/> Other*		<input type="checkbox"/> Cover		<input type="checkbox"/> Other*	

Limited Publication	<i>Quantity</i>	Electronic	<i>Quantity</i>
<input type="checkbox"/> Self-publishing		<input type="checkbox"/> Thesis/Dissertation	
<input type="checkbox"/> Brochure/Flyer/Poster		<input type="checkbox"/> Print on Demand	
<input type="checkbox"/> Report		<input type="checkbox"/> Other*	

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"/> Non-broadcast Instructional	<input type="checkbox"/> Theatrical
<input type="checkbox"/> Standard/Non-standard TV (World-wide)	<input type="checkbox"/> Home DVD Sales/Rental	<input type="checkbox"/> Non-Theatrical
<input type="checkbox"/> Non-broadcast	<input type="checkbox"/> Digital Copy	<input type="checkbox"/> Other*

Computer/Digital/Online Media

Other Uses

<input type="checkbox"/> Social Media (Facebook, Instagram, Google+)	<input type="checkbox"/> Commercial Advertising/Display	<input type="checkbox"/> Signage
<input type="checkbox"/> Website/Blog	<input type="checkbox"/> Academic/Educational	<input type="checkbox"/> Exhibition
<input type="checkbox"/> Apps for Smart Phone/Tablets	<input type="checkbox"/> Theater/Presentation	<input type="checkbox"/> Product
<input type="checkbox"/> Other*	<input type="checkbox"/> Office Décor/Interior Design	<input type="checkbox"/> Other*

*If "Other" was marked under any category, please explain: _____

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

Request to alter image. Please describe: _____

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PART 4: MATERIALS REQUESTED FOR USE

PLEASE NOTE: If you anticipate use of additional UW Special Collections materials, please wait until a finalized list is complete before submitting your request.

Each cell should contain information relating to ONE item only. Please attach a separate list with all the required information if you need additional space. Use *Negative Numbers* (ex. UW12347, Hegg 1234) **OR** *Order Numbers* (ex. SEA123) from the Digital Collections site.

Negative#/Order# (REQUIRED)	Item (Image/ Document) Description (REQUIRED)

Reproduction Requests

- I am not ordering reproductions at this time. I understand this is for permission only.
- I am also submitting a reproduction request at this time.

Please follow link to required form: <http://www.lib.washington.edu/specialcollections/forms/ReproductionRequestNew.pdf>

STAFF USE (For each, please sign and date when sent)

Confirmation Email: _____ Invoice: _____

Permission Letter: _____ Reproduction Request (if ordered): _____