



Image and Permissions Request

Applicant Information		
NAME:	DATE:	
COMPANY/INSTITUTION:	UO INDEX/DEPT. CODE:	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	EMAIL:	

Intended Use
<input type="checkbox"/> Check here if request is for private study, scholarship, or research purposes only → Do NOT fill out below information
PUBLICATION/USE TYPE:
AUTHOR:
TITLE:
PUBLISHER/PRODUCTION COMPANY:
PUBLICATION/RELEASE DATE:
PRINT RUN & ADDITIONAL MEDIA: (IF APPLICABLE)
CHECK ONE: <input type="checkbox"/> COMMERCIAL USE <input type="checkbox"/> NON-COMMERCIAL USE

Items Requested For Use					
Collection	Flight Symbol	roll-frame #	Image/Item Number and/or Description	Image Fee*	Use Fee*
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
				\$ 0	\$ 0
TOTAL AMOUNT DUE**:					\$ 0
*Fee rates: http://library.uoregon.edu/special-collections/rates#use					
**All fees will be separately invoiced directly to the requestor for payment to the UO Libraries.					

PREFERRED DELIVERY METHOD: FTP DVD REQUESTOR ALREADY HAS IMAGE
 FILE TYPE: HIGH-RESOLUTION (TIFF) LOW-RESOLUTION (JPEG)
 RUSH ORDER: YES DATE NEEDED: _____ (Additional 50% fee)

I AGREE TO THE TERMS AND CONDITIONS LISTED BELOW.

Signature of Applicant*: _____ Date: _____

(*Signature required if submitting in-person; Typed signature allowed if submitting remotely)

NOTE: Each request will be reviewed by a curator for approval, who may alter the terms and fees based on the type of request.

STANDARD CONDITIONS OF USE: The University of Oregon Libraries' Aerial Photography Research Service (UOAPRS) hereby grants to the requestor permission to use and reproduce the following item(s) under the terms and conditions set forth below:

1. **Permitted Use:** Permission is granted for non-exclusive, one-time use only in print and/or electronic publication, for one edition, or for a prescribed length of time (unless otherwise specified below) only in connection with the project described on the attached Permission Form or other written request form. The image may not be used for any subsequent publication, edition or website use without express prior written approval from UOAPRS.
2. **Non-Permitted Use:** Requester may not crop, alter, manipulate, superimpose, enhance, or otherwise change the image in any manner without obtaining the prior written permission of UOAPRS.
3. **Copyright and Third Party Rights:** This permission extends only to such rights as UOAPRS may have to authorize reproduction and does not purport to include any rights that persons other than UOAPRS may have under copyright law of the United States or the laws of other countries in which the requester's works may be published or distributed. Certain images may be protected by copyright, trademark, privacy, or publicity rights, or other interests not owned by UOAPRS. It is requester's responsibility to determine whether any such third party rights exist, to obtain all necessary permissions to use the image for the purposes set forth herein, and to pay any additional fees, if required, by other rights claimants.
4. **Liability:** Requester agrees to defend, indemnify, and hold harmless the University of Oregon and its regents, officers, and employees, 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.
5. **Credits:** All reproductions of images must include a full credit line (see below) provided by UOAPRS or available on the UO Libraries website, including any copyright notice if specified by UOAPRS. Placement of such credit information shall be in the caption associated with the image or in an appropriate place within the publication or on the website, for electronic publications. Television and film projects may use the credit without the
6. **Fees:** If fees are assessed, requester must pay all fees in U.S. dollars in accordance with instructions provided by the UO Libraries. Fees are non-refundable.
7. **Advertising:** Any advertising or promotion by requester that uses the digital asset must be approved in advance by UOAPRS. Requester shall not use, reproduce, or refer to the name or logo of the University of Oregon or any of its units for publicity, advertising, or promotion purposes.
8. **Effect of Non-Compliance:** 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.

ADDITIONAL TERMS AND CONDITIONS (IF APPLICABLE):

CREDIT LINE: Unless otherwise indicated, for all publications, both print and electronic, the credit line must read:

Identification of item, Date (if known), Photographer (if known), Collection Title, Collection Number, Box and Folder number [or photo ID number], Aerial Photography Research Service, University of Oregon Libraries, Eugene, Oregon.

DIGITIZATION REQUEST TERMS:

1. **Reproduction Availability:** Photographic reproductions can be made for *some* photographic, archival, manuscript, and book materials with curator's approval. The University of Oregon Library System reserves the right to withhold permission for reproduction for the protection of fragile, damaged, or restricted items.
2. **Total Fees.** Total fees consist of (a.) laboratory charges for producing new prints; (b.) research fees for staff-conducted searches; (c.) commercial use fees as applicable; (d.) packing and shipping charges as required; (e.) rush fees for delivery in less than the normal processing times. Total fees can be estimated in advance.
3. **Turnaround Time.** Photographic orders may be made in person, by phone, fax, or email. Orders are processed in order of receipt. Processing time takes approximately three to four business days depending on the current workload, however some orders may be received earlier. *The availability of rush services must be confirmed prior to the placement of a rush order.*

<i>For Staff Use Only</i> Invoiced By: Invoiced Date:	APRS Approved By:	ISC Received Date:
	APRS Approved Date:	ISC Completed Date:
	Add to Digital Collection: <input type="checkbox"/> Yes <input type="checkbox"/> NO	ISC Order Completed By: