

# Imaging Request & Application to Publish

The University of Alabama Libraries Special Collections

**Address:** The University of Alabama, Box 870266, Tuscaloosa, AL 35487-0226

**Phone:** 205-348-0500 | **Fax:** 205-348-1699 | **Email:** archives@ua.edu

*Use this form to both request [digital images](#) and request permission to [publish or otherwise use them in any public venue](#). Save this PDF to your computer, open the file, and type to fill in the blanks. Save the filled version and return it by email (or print and return by mail) to the address above. Thank you!*

## Personal Information

**Name:**

**Date of Request:**

**Academic or Institutional Affiliation:**

**Contact Info**

**Phone:**

**Email:**

**Mailing Address:**

## Part A. Imaging Request

### ***Processing Information***

Payment must be made in full prior to delivery of images.

**Payment method:**

**Delivery method:**

### ***Order Specifications***

Images will be 300 dpi JPEGs unless otherwise requested and approved.

Description of item (include image number or other identifying information)	Quantity	Use
1		
2		
3		
4		
5		

6

7

8

9

10

## ***Fee Schedule***

### **Processing**

Total Images	Processing Fee
1-5	\$25.00
6-10	\$50.00
11-15	\$75.00
16-20	\$100.00

Orders of more than 20 images will be processed at the discretion of UA Libraries Special Collections.

### **Digitization**

User Type	Digitization Fee
UA-affiliated Users	\$5.00 per image
Other users	\$25.00 per image

### **Commercial Use**

***FORMAL PERMISSION IS REQUIRED for any commercial use.*** Please fill out Part B of this form to request permission to publish.

Use Type	Use Fee
Print	\$50.00 per image
Digital	\$75.00 per image
Broadcast	\$150.00 per image

## ***Imaging Policies***

- 1.** Formal permission is required for any use of images outside of research purposes.
- 2.** The user making the request is required to secure all permissions or licenses from the copyright holder(s) other than The University of Alabama Libraries Special Collections. Permission must be sent to Special Collections in writing by the copyright holder.
- 3.** The user assumes responsibility for any infringement of copyright or any other intellectual property issues associated with the materials requested.
- 4.** The University of Alabama Libraries Special Collections reserves the right to deny reproduction of any image for reasons of preservation, unusual format demands, or copyright restrictions.
- 5.** The University of Alabama Libraries Special Collections reserves the right to refuse image reproduction and to refuse permission for image publication for non-compliance with our policies. Violation of these agreements may result in denial of access to materials in The University of Alabama Libraries Special Collections.
- 6.** The University of Alabama Libraries Special Collections reserves the right to limit quantities, to limit resolution, to select appropriate format, or otherwise to set requirements on an individual basis.
- 7.** Charges may be assessed for handling and preservation of fragile items.
- 8.** Fees may be subject to change at any time. A fee waiver may be granted upon approval of a written application.
- 9.** The University of Alabama Libraries Special Collections supplies photocopies for research purposes. Digital images are supplied under conditions that ensure responsible stewardship and compliance with copyright law. We appreciate users' cooperation in helping us preserve the integrity of our collections now and for future generations.
- 10.** At the time of publication, a complimentary copy of the work or notification of its availability online is to be provided to The University of Alabama Libraries Special Collections.
- 11.** Standard turnaround time for all orders is 8-12 business days, but can take less or more time depending on size, format, or other issues. All approved requests are completed in the order they were received.

**By checking this box, I signify that I,  
agree to abide by them.**

**, have read the above policies and**

## **Part B. Application to Publish**

### ***Information about Proposed Publication or Product***

**Title of publication or product where material is to be used:**

**Publisher, production company, or institution:**

**Editor or project coordinator and contact information:**

**Anticipated publication date:**

**Check all items which you are requesting permission to publish:**

## ***Regulations and Restrictions Governing Publication of Materials***

1. Permission to publish requires completion, signature, and approval of this form.
2. The undersigned requester is required to secure all permissions or licenses from the copyright holder(s). Permission must be sent to The University of Alabama Libraries Special Collections in writing by the copyright holder(s).
3. Permission from The University of Alabama Libraries Special Collections is required to publish materials in its possession which are in the public domain or to which permission to publish is assigned to us.
4. Credit shall be given as follows: "The University of Alabama Libraries Special Collections."
5. Commercial use fees for materials from The University of Alabama Libraries Special Collections are listed below. We charge use fees to support the preservation and maintenance of our collections and use fees are independent of copyright. They apply whether the copyright is held by The University of Alabama or a third party or is in the public domain.
6. Use fees are assessed in addition to reproduction, processing, and other service charges and must be prepaid.
7. For University of Alabama students, faculty and staff who are using materials for academic purposes or for official University business, use fees may be waived upon written application. When use fees are waived for images, we reserve the right to limit image resolution.
8. Use fees will not be refunded and may be subject to change at any time. A waiver of fees may be made upon approval of a written application.
9. Permission is granted for **one-time specified use** of the above-cited material. The item may be used in the direct promotion of the work, but wider use of any kind, including electronic use or derivative products, will require renegotiation. Material may not be copied or reproduced in any fashion or placed in any repository without prior written permission. Violation of this agreement may result in denial of access to materials in The University of Alabama Libraries Special Collections. This permission is nonexclusive and The University of Alabama Libraries Special Collections does not surrender its own right to publish or to grant permission to others.
10. The user agrees to indemnify and hold harmless The Board of Trustees of The University of Alabama, The University of Alabama, and its trustees, representatives, agents, employees, officers or designates, from any and all costs, expenses, damages, fees, settlements, and liability arising because of any claim whatsoever that may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, or for any purpose whatsoever.

**By checking this box, I signify that I,  
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**, have read the above policies and**

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### **OFFICE USE ONLY**

Request to publish authorized/denied: \_\_\_\_\_

Stipulations/requirements: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other notes: