

RAYNOR MEMORIAL LIBRARIES



**APPLICATION FOR PRINTING, PUBLICATION, OR EXHIBITION
OF PHOTOGRAPHIC MATERIALS**

Please complete and send to Marquette Archives. Email: mark.thiel@marquette.edu; FAX: (414) 288-5904; U.S. Mail: Raynor Memorial Libraries/ Archives, P.O. Box 3141, Milwaukee, WI 53201-3141.

This form not for AV materials from the Holy Rosary Mission – Red Cloud Indian School and St. Francis Mission records, which have separate forms.

Applicant Name: _____

Address: _____

Email: _____

Phone: _____

Permission to use an image from the Marquette University collections is granted as long as the following conditions are met:

1. Permission must be requested in writing or electronically using the Application for Printing, Publication or Exhibition. Possession of an image does not constitute the permission to use it.
2. Permission is for one-time, one-project use only. Marquette retains all rights to the images, and they may not be used for any other purpose than that listed on this application.
3. Credit must be given to the “*Marquette University Archives, Bureau of Catholic Indian Missions Records, ID _____.*” See example in red below. Also include the photographer or creator of the work, if known. The credit must appear with the document or on a credit page that indicates page number and position on the page.
4. Credit must appear with the image or on a credit page that indicates page number and position on the page.
5. If the image is still under copyright and the copyright is not held by Marquette University, the requestor must seek permission from the creator of the work or from the current copyright holder. The archives staff will provide the creator’s name, if known.
6. Marquette University assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from reproduction of any image. In all instances the applicant agrees to hold the University and its agents harmless against any and all claims arising or resulting from the use of this image and shall indemnify the University and its agents for any and all costs and damages arising or resulting from any such authorized use.
7. Photographs may be cropped to suit design and layout, but they may not be altered, colorized, or drawn upon without a letter of permission in addition to a signed permission form.
8. Marquette University Libraries reserves the right to decline permission to publishers and individuals who have not complied with these conditions.
9. In some cases, the Marquette University Libraries will request a copy of the publication be donated to the Libraries. Please send to the address printed above.

Signature of Applicant _____ Date _____

Applicant Name/Title (Print) _____



Permission granted to publish/exhibit copy the Marquette University images identified below for *one-time use only* and subject to the conditions listed on this form.

Staff Use

Staff Signature _____ Date _____

DIGITAL IMAGES

All users must read and sign the above copyright/use agreement; see example in *red* below; add extra pages as needed. Format options: glossy/ matte print, high/ low resolution TIF.

Collection	Image Description or Title	Identifier or ID number	Format	Qty.	Cost	Staff Use
<i>BCIM 09-1 45-22</i>	<i>Gertrude Bonnin at Catholic Sioux Congress, 1922</i>	<i>10292</i>	<i>High-res JPG</i>	<i>1</i>	<i>n/c</i>	<i>MGT</i>

Fee Schedule: http://www.marquette.edu/library/archives/fee_schedule_2013.pdf; for custom copies and permission to exhibit/ publish. Please make your check or money order payable to *Marquette University* (Federal EIN #39-080-6251). Payments made from outside the United States must be made with funds drawn from a U.S. bank.

(Please type or print)

Electronic Delivery Standard Mail Will pick-up

Name: _____

Address: _____

Phone: _____

Email: _____

Title, Publisher, or URL (if applicable): _____

Expected Date of Publication: _____

*****STAFF USE ONLY*****

Staff member: _____

TOTAL DUE: _____

Date Sent to Patron: _____

Payment Received: _____