

8-23-2013

Permission to Use Request Form

Special Collections & University Archives

Find similar works at: <https://stars.library.ucf.edu/lib-docs>

University of Central Florida Libraries <http://library.ucf.edu>

This Form is brought to you for free and open access by STARS. It has been accepted for inclusion in Libraries' Documents by an authorized administrator of STARS. For more information, please contact STARS@ucf.edu.

Recommended Citation

Special Collections & University Archives, "Permission to Use Request Form" (2013). *Libraries' Documents*. 63. <https://stars.library.ucf.edu/lib-docs/63>



Permission to Use Request Form

Special Collections & University Archives Department • University of Central Florida Libraries
PO Box 162666 • Orlando, Florida 32816-2666 • (407) 823-2576 • speccoll@ucf.edu,

Name: _____ Date Ordered: _____

Company/Institution: _____ Date Needed by: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please read these conditions carefully. By signing this form, I _____ understand and agree that:

1. I assume full responsibility and any attendant liability for the fair use of materials requested in total compliance with the copyright law of the United States (Title 17, United States Code) or other rights of third parties that may arise through the use of the requested materials.
2. I agree to defend and indemnify, and to hold the University of Central Florida, UCF Libraries, Special Collections & University Archives, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective agencies, officers, and/or employees or designates harmless 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, laws of libel, and/or any other claims/liability resulting from our use of such materials or copies licensed for use by UCF.
3. I understand that UCF Libraries makes no representation of exclusive ownership of the rights to any material. The user assumes all responsibility for conforming with the laws of libel and copyright, and all other applicable laws which may apply to the use of this material.
4. I will not use or authorize others to use the material or copies licensed herein, for any purpose whatsoever, including all forms of publication, except as specially provided in this agreement without first obtaining a written letter of permission from UCF Special Collections & University Archives.
5. I agree to use the material provided without significantly altering it through conventional or electronic means. Altering or manipulating of the material beyond standard cropping and resizing requires permission from UCF Special Collections & University Archives. Website use must be at a resolution of 72 dpi or less.
6. Credit for use of all UCF Special Collections & University Archives material should be cited as follows:
Collection name, Special Collections & University Archives Department, University of Central Florida Libraries, Orlando, Florida
7. When crediting use of images, please provide the image number, if available. For television and film project, they may use the credit without the image number for broadcast. Please contact UCF Special Collections & University Archives to obtain a proper citation if in doubt.
8. I understand that there may be fees involved for using this material and I agree to pay any charges required by this request.
9. One copy of the publication/project shall be donated to UCF Special Collections & University Archives (in the case of film, a video copy is acceptable.) UCF Special Collections & University Archives must be notified with the URL address of all website uses and notified of all URL address changes.

I have read and agree to the conditions below and understand that failure to comply with these guidelines may result in the revocation of permission for any requests previously made and/or made hereunder as well as the denial of future requests for reproduction and licensing by UCF Libraries. I am authorized to enter into this agreement on behalf of the organization named above and enter into this agreement on behalf of that organization and personally.

Application for Permission: Project Description

Title of Project: _____

Author/Director: _____ Estimated project date: _____

Publisher/Production Company: _____

Please indicate status:

- Non-profit – Institution and identification number: _____
- Student/Faculty/K-12 – Institution and/or ID number: _____
- UCF Student/Faculty/Staff – Department and ID number: _____

Format Distribution Information *(please check all that apply)*

Print Media (book articles, newspapers, etc.)

- Book/magazine/journal – Edition run size: _____
- Catalog/brochure/flyer
- Newspaper article – circulation size
- Publication cover
- Thesis/Dissertation
- Personal Publishing (500 copies or less)

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

- Standard/non-standard TV-Local
- Standard/non-standard TV-World Wide
- Theatrical distribution
- Home video sales/rental
- Non-Broadcast
- Non-Broadcast Instructional
- Non-theatrical distribution
- Other _____

Electronic

- CD-Rom
- World Wide Web
- DVD
- Other _____

Other Uses

- Advertising
- Exhibitions
- Classroom Project
- Presentation (In-house Corporate/Educational)
- Theatre/Performance
- Commercial Display
- Office Display
- Commercial Product
- Presentation (Commercial)
- Other _____

Alteration of Original Image

If applicable, please describe alteration to the original image: _____

Images Used *(List all items to be used below. Please provide collection name, folder titles and item numbers where applicable.)*
