

Image Permission and Usage Agreement

GENERAL

Applications for images supplied by the Denison Museum may be granted for the following permitted uses:

- Non-commercial, educational, research, or private study
- Educational or study use in a school, college or university (non-publication)
- Presentation or lecture without entrance fee, including PowerPoint
- Print Reproduction:
 - A thesis document submitted by a student at an educational establishment (an electronic version of the research may be stored online as long as it is made available online at no cost to the end user
 - Use within (but not on the cover of) an academic and scholarly (peer reviewed) book, journal article or booklet, published by an organization for the public benefit with a print-run of no more than 4,000 copies
 - E-book rights or cover images are not covered.
 For these, please contact Megan Hancock (hancockm@denison.edu)
- Exhibition use
- Commercial use is strictly prohibited.

In respect of all images supplied and licenses granted via this service:

- The images are licensed for a specific "one-time" use only
- All licenses are nominative and may not be passed on for third-party use
- All images must be credited as follows: ©Denison Museum, Denison University
- All images must contain any other photo/object credits associated with the object
- Images may not be used on any electronic media, including websites, e-books or e-journals, unless specified otherwise in the permitted uses.
 - If you require these rights, please contact Megan Hancock (hancockm@denison.edu).
- Print reproduction sizes for images must not exceed 8 $\frac{1}{2}$ x 11 page size
- No copyright or proprietary right is conveyed with the use of any image supplied by us
- Images may not be changed, cropped, or manipulated in any way without prior written permission from the Denison Museum; except change from color to black and white
- Images may not be used in any way which could be considered to be deceptive or which could reflect unfavorably upon the good name or reputation of the Denison Museum

In the event of any identified breach of our terms of use we may take any appropriate action to constrain further use and/or seek financial recompense.

Request for images for research, study, presentations, exhibition, or theses/dissertations

Images provided for research, study, presentations, or theses/dissertations will be of documentary quality with a maximum dpi of 200. Images are not publication quality. For permission to publish images from the Denison Museum, please fill out the <u>Request for images for publication</u> form below. Requests for images for research, study, presentations, or theses/dissertations will be processed as quickly as possible, but could take up to 2 weeks from the date the request is received.

Name of user (user must request): MAILING ADDRESS:

CONTACT: TELEPHONE:

FAX:

EMAIL:

Image requested:

Do you need a copy this image?

Title of project:

Nature of use (e.g. research/study, classroom, presentation/lecture, thesis/dissertation):

Lecture, presentation, exhibition date (if applicable):

Location where image will be presented or housed (if applicable):

Image size in comparison to page it will feature on (eg. ½ page, full page):

Image location (e.g. front cover, inside):

Additional notes:

Request for images for publication from the Denison Museum

Images provided for publication will be of publishable quality with a minimum 350dpi. If appropriate photographs do not currently exist or if the author wishes new photography to be commissioned, the author will be charged \$50 for new photography. **Requests for publication quality images must be received at least 6 months before needed by the author**.

Author (authors must request permission): MAILING ADDRESS:

CONTACT: TELEPHONE:

FAX:

EMAIL:

Image requested:

Do you need a copy this image?

Title of project:

Title of publication (and editor, if for an edited volume):

Publication date:

Publisher:

Unit run (please include both printed copies and e-book downloads):

Image size in comparison to page it will feature on (eg. ½ page, full page):

Language(s):

Territorial distribution:

Nature of publication (e.g. educational, academic, scholarly, commercial):

Location of image (e.g. front cover, inside):

Additional Formats (eg. e-book):

Duration of licensed period (max. 10 years):

I have read and accept the conditions above and certify that I have full authority to enter into this agreement.

Author or User

Museum Director, Denison Museum

Date

Date

Denison University Administration

Date