

Application for Reproduction Permission

Applicant Name: _____ Date: _____

Applicant Organization:
Address:
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Requests permission to reproduce:

1.
2.

* ___ High-resolution digital image needed

Fee \$25.00 - \$100.00 Dependent on Use – Payment by Check Only – Payment Due: \$

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___ Other: _____

The applicant agrees that this permission, if granted, **shall be subject to the conditions listed below.**

Applicant signature: _____ Date: _____

Name and title: _____

Permission granted by: _____ Date: _____

Name and title: _____

Rights and Reproductions Policy

1. Each request is taken into consideration and permission granted on an individual basis, at the discretion of the Collection. It may take up to 4 weeks to process your request, and not all artworks are available for reproduction. This form serves as both contract and invoice, once it has been countersigned by the permission granting party.
2. Permission is granted for a single use per application, and pending approval of a proof for printed materials. This is limited to the one edition sought in the application form. Any use of the image beyond publicity for the approved use requires a separate application for each additional use.
3. **A credit line must appear with the work where it is reproduced. The credit line must include "Courtesy of the Union College Permanent Collection."** Additional, required caption information based on the requested usage is as follows:

4. The applicant may not duplicate any provided photography and must delete the image file upon completion of the project.
5. The photographic image must be reproduced in its entirety without alterations such as cropping, bleeding, or overprinting.
6. Some artworks are under copyright and may require that the applicant seek additional permission from the artist and/or their representative. The fees assigned in this form do not include any fees due to the copyright owner or administrator. While reasonable assistance will be provided to the applicant in contacting the copyright owner or administrator, it is the responsibility of the applicant to obtain permission, and all responsibilities concerning questions of copyright that may arise are assumed by the applicant.
7. **A copy of the publication/media that includes the reproduction shall be provided to Union College free of charge, and must be provided within 30 days of the Publication/Presentation Date listed on the front of the form.**
8. The applicant agrees to pay the fees for permission specified on Page 1 of this form. Image *and* usage fees may apply. Payment is due within 30 days, by check only. Please make check payable to "Union College." Images will be sent after completed form and payment has been received.