



Rare & Special Books
University Libraries

Application for Permission to Publish from Rare & Special Books

Name _____

Position and Affiliation _____

Address _____
(Please include city, state and zip code)

Phone (Work) _____ (Home) _____

E-mail _____

I have read and agree to the conditions below and understand that failure to comply with these guidelines may result in the denial of future requests for reproduction and licensing by Rare & Special Books. I am authorized to enter into this agreement on behalf of the organization named above and enter this agreement on behalf of that organization and personally.

Signature _____ Date _____

Conditions to Publish

1. 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 being granted permission from Rare & Special Books.
2. For image publication: I agree to use the image/s provided without significantly altering it/them through conventional or electronic means. Altering or manipulating the image beyond standard cropping and resizing requires permission from Rare & Special Books. Website use must be at a resolution of 72 dpi or less.
3. Please see Rare & Special Books preferred citation style at <http://library.buffalo.edu/specialcollections/about/policies.php> for credit information.
4. I understand that the fees and permissions involved for using this material are for a one time use and I agree to pay any charges required by this request (please see the Special Collections Services and Fees at <http://library.buffalo.edu/specialcollections/about/policies.php> for details).
5. One copy of the publication/product should be donated to Rare & Special Books (in the case of film, a video copy is acceptable). Rare & Special Books must be notified with the URL address of all website uses and notified of all URL address changes.
6. Rare & Special Books complies with United States copyright law (U.S. Copyright Act of 1976, 90 Stat 2541; U.S. Code Title 17 – <http://www.copyright.gov/title17/>). I understand that the Copyright law of the United States governs the making of photocopies and reproductions of copyrighted material. The material being reproduced may be protected under United States Copyright law, in which case prior, written permission from the copyright holder is required.
7. I agree to defend and indemnify the State University of New York at Buffalo, its agencies, their officers, and/or their employees or designates 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, or laws of libel, resulting from our use of such materials or copies licensed for use by UB.
8. I understand that Rare & Special Books makes no representation of exclusive ownership of copyright. The user assumes all responsibility for conforming with the United States laws of libel and copyright, which may apply to the use of this material. It is therefore understood that I assume all responsibility for obtaining permissions for use of any material where copyrights, literary property rights, or other forms of ownership of intellectual property may apply, in conformance with the provisions of the United States Copyright law.

Application for Permission: Project Description

Title of Project: _____

Author/Director: _____ Estimated Release Date: _____

Publisher/Production Company: _____

- Non-Profit
- Commercial
- Educational
- UB faculty/staff

Institution/Department: _____

Format Distribution Information (please check all that apply)

Permissions include the use in promotional materials related to the described project:

Print Media (book, article, newspaper, etc.)

- Book/magazine/journal
- Newspaper article
- Personal Publishing (1000 copies or less)
- Catalog/brochure/flyer
- Cover
- Thesis/Dissertation

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

- Standard/non-standard TV – Local, National or International (please indicate which one) _____
- Non-Broadcast Instructional
- Theatrical
- Home video sales/rental
- Other

Digital

- CD-ROM
- DVD
- E-Journals
- E-Books
- Internet

Other uses

- Advertising
- Exhibitions
- Commercial Display
- Office Display
- Commercial Product
- Presentation (In-house/Corporate/Educational)
- Presentation (Commercial)
- Theater/Live Event
- Classroom Project
- Other _____

Alteration of the Original Image (beyond standard cropping)

- Request to alter image
Please describe alteration

Materials Used: Please list collection numbers/record groups to identify (attach a sheet if necessary)

Do not mark below – For Poetry Collection Staff only

Permission Granted:

- as requested
- with reservations
- nonexclusive rights
- exclusive rights

Permission Granted by: _____ Date: _____

Permission Denied (please revise and resubmit):

- Additional permission required from estate or owner of copyright
- Insufficient description of: image _____ project _____

Permission denied by: _____ Date: _____