

## REPRODUCTION PERMISSION APPLICATION

<b>User Name:</b>			
<b>Company/Organization Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>Email:</b>	
<b>Collection Name(s):</b>			
<b>Number of Item(s):</b>			
<b>Title/Subject/Call # of Item(s):</b>			
<b>How will the item(s) be used?</b> Use additional sheets if necessary			
<b>Title of Publication/Project:</b>			
<b>Publisher:</b>			
<b>Publisher address:</b>			
<b>Expected publication date:</b>			
<b>Circulation/Print run/Distribution:</b>			

**The user agrees to the following conditions:**

1. Material must be credited as follows: **Wichita State University Libraries, Special Collections and University Archives.**
2. Permission is granted for **one-time use** of the above-cited material. The item may be used in the direct promotion of the work, but wider use of any kind, including electronic use or derivative products, will require renegotiation. Material may not be copied or reproduced in any fashion or placed in any repository without prior written permission.
3. Wichita State University Libraries, Special Collections and University Archives does not claim exclusive ownership of the rights to all the materials in our collection. We are simply granting permission to use materials in our collections.
4. Because this item has enduring historical value, it may not be altered or enhanced in any format without the permission of Wichita State University Libraries, Special Collections and University Archives. Our primary interest is to protect the integrity of the original. Not all original material is available for reproduction.
5. The user agrees to indemnify and hold harmless Wichita State University, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.
6. Wichita State University Libraries, Special Collections and University Archives reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with our policies.
7. At the time of publication/release, a complimentary copy of the work or notification of its availability online is to be provided to Wichita State University Libraries, Special Collections and University Archives.

**Please note: The user assumes all responsibility for conforming with the laws of libel and copyright which may be involved in the use of these materials. See Copyright Statement on following page.**

*I have read and agree to abide by the conditions listed above.*

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Special Collections representative

\_\_\_\_\_

Date

## COPYRIGHT STATEMENT

The researcher requesting or making copies of photographs, musical works, motion pictures, or audio-visual works assumes sole responsibility for securing copyrights and other permissions (i.e., literary rights) that might be required prior to use of copied recordings other than for private study.

Copies made for users are strictly for the purposes identified as "fair uses" by §107 of the Copyright Act: "such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research." In determining whether a use in any particular case is a fair use, the factors to be considered include: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for, or value of, the copyrighted work. Note that all factors are considered together, not in exclusion.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Before publishing, performing, or broadcasting a photograph, musical work, motion picture, or audio-visual work except according to the conditions of Fair Use, the researcher is responsible for securing permission from the rights holder. Whenever visual images, sound recordings or audio-visual material is used in a publication, performance, or other product, the item must carry a credit line stating: "**Wichita State University Libraries, Special Collections and University Archives.**" The collection name of the source of the material should also be cited.

### Copyright Compliance

Please fill out the following portion of this form. In some collections, more than one copyright consideration may apply.

	Materials are in the public domain.
	Copyright is owned by Wichita State University Libraries, Special Collections and University Archives.
	Copyright is owned by Wichita State University.
	Copyright is owned by a third party whose permission <i>has</i> been provided. Identify: _____ Proof of written permission must be provided.
	Copyright is owned by a third party whose permission <i>has not</i> been provided. Identify: _____. User may be required to document a good faith effort to identify owner.
	Copyright owner cannot be identified. User may be required to document a good faith effort to identify owner.

*I have read and agree to abide by the regulations listed above.*

\_\_\_\_\_  
User Name

\_\_\_\_\_  
Date