

**APPLICATION TO USE MUSEUM OF NORTHERN ARIZONA MATERIALS
PERMISSION USE**

The Museum of Northern Arizona hereby grants permission for one-time, non-transferable, non-exclusive use to:

Name / Title:			
Work phone:			
Institution:		EIN:	Deadline Date:
Address:			

INTENDED USE OF MATERIAL

Author/Producer:	
Publisher:	
Date of publication / production:	
Estimated print run / distribution	
Description of use	

MATERIALS TO BE USED

Photo/Object I.D.:	File specs:	Description:

How many languages will be produced?	
---	--

Publication Rights: North American / World-wide
--

Credit Line: [Description], ([I.D.]). Courtesy of Museum of Northern Arizona ©2014.
--

Example: Textile depicting the sand painting design for the Thunder God, c. pre-1926 (MS143-3046). Courtesy of Museum of Northern Arizona ©2014.
--

- MNA charges a use fee based on its ownership of the physical materials in its collections. This fee represents no claim to hold copyright in any of the materials in question, although MNA may hold copyright to some materials. **Payment of the use fee does not constitute, and should not be viewed as, permission by a copyright holder to reproduce works that are copyrighted.** Users must determine on their own if the use they intend to make of images invades copyright, rights to privacy, or other rights. MNA does not surrender its own rights, title, ownership, or the right to publish, nor does MNA permit other entities to grant said rights.
- Credit lines must include “Museum of Northern Arizona” and the identification number of the item.
- The applicant agrees to send the MNA Archives one copy of the work listed herein at no charge. All expenses for shipping and handling are to be borne by the applicant.
- Prepayment of any fees, including use fees, is required before permission is granted. Default in payment shall immediately revoke permission. Expedited service (service requested in less than 30 business days) costs \$300.00.
- File delivery will be via a filesharing service selected by the Museum of Northern Arizona. MNA will not deliver files via e-mail, cd, or dvd.
- Use of material in any future editions must be renegotiated. In the case of authors and editors currently employed with MNA, the rate at which future use fees are negotiated will be established by their MNA employment status at the time the fees are renegotiated.
- Scanning resolutions will depend on intended use as outlined in this application and are set by the MNA Collections Management policy. If permission is granted to distribute an electronic copy of an image, the distributed copy shall not exceed a resolution of 72 dpi. Digital files must be destroyed once the final product has been produced.

By signing this application I agree that I have read and agree to all of the conditions, terms, and provisions in this agreement and understand that failure to comply with these guidelines may result in the denial of future requests for reproductions.

Author Signature: _____ Date: _____

When signed by an authorized agent of the Museum of Northern Arizona, this form constitutes permission for reproduction as outlined in this application.

MNA Archivist: _____ Date: _____

APPLICATION TO USE MUSEUM OF NORTHERN ARIZONA MATERIALS

PERMISSION TO PUBLISH FOR NON-PROFIT ENTITIES

The MNA Archives grants permission for one-time, non-transferable, non-exclusive use with either North American or World rights only for the purpose applied for in this application. If deemed necessary, legal action will be pursued for violation of the terms of this agreement.

- MNA reserves the right to refuse reproduction of its holdings if fulfillment of that order would violate copyright law, other law, or contractual agreements with donors or Native American tribes.
- MNA reserves the right to limit reproduction of materials if the MNA Archivist or Collections Manager believes the process might damage the original.
- Copy photographs, image files or other reproductions supplied by MNA may not be used for any purpose other than specified in this application. **Copies shall not be deposited in another library, archive, or repository.** If photographs, files, or other reproductions are copied, scanned, exhibited, resold, or used for any other purpose, the applicant will be required to pay double the pertinent use fees and will not be permitted to use MNA materials in the future.
- Any subsequent use (including subsequent editions in any format, promotional, packaging, or advertising use, etc.) constitutes reuse and must be applied for in writing to MNA. Any change in use from the stated purpose on the application (eg: increased size of print run, change in market, number of foreign language editions) requires that MNA be notified and that the difference in applicable use fees be paid immediately.
- **If the applicant engages in unauthorized reproduction of materials in any format (including giving electronic files provided by MNA to any other organization or person), MNA will require the applicant and recipient to surrender all materials containing such unauthorized reproductions.** The applicant agrees that such materials shall be immediately surrendered upon receipt of request from MNA.
- Reproductions of any type may not be altered or manipulated by any means without prior written approval from the MNA Archivist or Collections Manager.
- The applicant agrees to hold the Museum and its agents harmless against all claims arising or resulting from the use of the material and shall indemnify the Museum and its agents for all costs and damages arising or resulting from any such unauthorized use.
- The Museum reserves the right to examine proofs and captions for accuracy and sensitivity before publication and to require revisions if necessary.

Credit Lines

Example: Description, Copyright of the Museum of Northern Arizona, (Photo / Object Id).

In some cases specific collections and/or photographers must be credited. In these instances, IT IS MANDATORY THAT CREDIT BE AS SPECIFIED. Failure to include a credit line or inaccurate credits, may result in the denial of future requests.

Additional Information:

Beyond the permission of MNA, additional permission may be required. It is the responsibility of the applicant to obtain other relevant permissions needed for publication from pertinent institutions, creators, authors, or his/her transferees, heirs, legatees, or literary executors. Written permission must be secured by the applicant and provided to MNA for use of materials by living artists or material subject to the 1976 Copyright Law and the 1991 Visual Artists Rights Act. The Museum will provide, by its criteria, reasonable aid to the applicant but does not warranty the accuracy of any information provided, and shall not be responsible for any inaccurate information.

Copyright owners may charge fees in addition to those charged by MNA. In instances where the copyright holder cannot be contacted, the Museum may, at its discretion, consider granting permission for reproduction based on the applicant's evidence of a good faith effort to contact the copyright holder. However, MNA assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from reproduction of any image.

Those permissions may include, but are not limited to:

- **Copyright:** the copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that use may be liable for copyright infringement.
- **Privacy:** An individual depicted in a reproduction has privacy rights as outlined in Title 45 CFR Section 46 (Protection of Human Subjects). The Museum reserves the right to require a release from individuals whose privacy may be violated by the reproduction of this image.
- **Privacy:** The Museum extends the rights of privacy to include ceremonial objects and rites of Native Americans and requires the permission of the tribe's cultural office before releasing reproductions.
- **Owner of original:** In instances where the repository holds only a reproduction, the written permission of the owner, or the owner's heirs, is required.