**APPLICATION FOR PERMISSION TO PUBLISH AND/OR REPRODUCE AGREEMENT**

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| **REQUESTER INFORMATION** |
| **Applicant Name & Title** | Click here to enter text. |
| **Institution or Affiliation** | Click here to enter text. |
|  | [ ] Commercial [ ]  Non-Profit (Provide EIN) EIN: Click here to enter text. |
| **Address** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |

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| **MATERIALS TO BE USED (please use a new form for each item)** |
| **Photo/Object ID #** | **Author/Creator** | **Title of Image/Object** | **Description** |
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| **INTENDED USE** |
| **Title of Work** | Click here to enter text. |
| **Author/Producer** | Click here to enter text. |
| **Publisher** | Click here to enter text. |
| **Publication Date** | Click here to enter a date. |
| **Estimated Run/Distribution** | Click here to enter text. |
| **Description of Use** | Click here to enter text. |
| **Production/Publication Rights** | [ ] North American [ ] Worldwide |
| **Application Type** | [ ] New Permission [ ] Renewal of Permission |
| **Languages** | [ ] English [ ] Other (list): Click here to enter text. |

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| **TYPE OF USE** |
| **Industry** | [ ] Museum [ ] Library [ ] Government [ ] Corporate [ ] Small Private |
| **Publication Type** | [ ] Book Cover [ ] Book Interior [ ] E-Book [ ]  Magazine [ ]  Newspaper[ ]  Online [ ]  PowerPoint |
| **Audio-Visual Production** | [ ] Motion Picture [ ] TV [ ] Radio [ ] Audio-book [ ]  CD [ ]  DVD  |
| **Advertising** | [ ] Poster cards [ ]  Poster [ ]  Calendar [ ] Billboard[ ]  Other (specify): Click here to enter text.  |
| **Campaign** | [ ] Local [ ] Regional [ ] National [ ]  Social Media[ ] Other (specify): Click here to enter text. |
| **Exhibition**  | [ ] Museum [ ]  Government Agency [ ]  Library [ ]  Corporate[ ] Other (specify): Click here to enter text. |
| **Distribution Medium** | [ ] Paper [ ]  Digital [ ] Online (site address): Click here to enter text. |

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| **SPECIFICATIONS** |
| **File Type** | [ ] JPEG [ ] TIFF (permission required) [ ] Other (specify) Click here to enter text. |
| **Image Type** | [ ] Color (24-bit) [ ] Grayscale (8-bit) [ ] Black & White (1-bit) |
| **DPI** | [ ] 72 [ ] 200 [ ]  300 [ ]  600 [ ]  800[ ]  Custom (requires approval) Provide details: Click here to enter text. |

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| **FEES** |
| ***Please select the Appropriate box or boxes associated with your request. All Fees are per item requested.*** |
| **RESEARCH & PERSONAL USE DIGITAL SCAN:**  [ ] ($12 per image)  | Click here to enter text. |
| **RE-PUBLISH ARTICLES:** [ ] $20 (per article plus Scanning Fee) | Click here to enter text. |
| **BOOKS & E-BOOKS (NORTH AMERICAN):*****Non-Profit:*** [ ]  B&W ($35) [ ]  B&W Cover ($55) [ ] Color ($55) [ ] Color Cover ($75)***Commercial:*** [ ]  B&W ($70) [ ]  B&W Cover ($175) [ ] Color ($150) [ ] Color Cover ($250) | Click here to enter text. |
| **BOOKS & E-BOOKS (WORLD WIDE):*****Non-Profit:*** [ ]  B&W ($45) [ ]  B&W Cover ($75) [ ] Color ($75) [ ] Color Cover ($125)***Commercial:*** [ ]  B&W ($100) [ ]  B&W Cover ($225) [ ] Color ($250) [ ] Color Cover ($300) | Click here to enter text. |
| **MAGAZINES & JOURNALS (UNDER 25,000):*****Non-Profit:*** [ ]  ¼ page ($20) [ ]  ½ page ($30) [ ] Full Page ($40) [ ] Cover ($60)***Commercial:*** [ ]  ¼ page ($60) [ ]  ½ page ($80) [ ] Full Page ($125) [ ] Cover ($175) | Click here to enter text. |
| **MAGAZINES & JOURNALS (25,000-50,000):*****Non-profit:*** [ ]  ¼ page ($20) [ ]  ½ page ($30) [ ] Full Page ($40) [ ] Cover ($60)***Commercial:*** [ ]  ¼ page ($90) [ ]  ½ page ($125) [ ] Full Page ($150) [ ] Cover ($210) | Click here to enter text. |
| **MAGAZINES & JOURNALS (50,000+):*****Non-Profit:***  [ ]  ¼ page ($20) [ ]  ½ page ($30) [ ] Full Page ($40) [ ] Cover ($60)***Commercial:*** [ ]  ¼ page ($125) [ ]  ½ page ($150) [ ] Full Page ($175) [ ] Cover ($250) | Click here to enter text. |
| **EXHIBITION & DISPLAY:** ***Non-Profit:*** [ ] Museums ($30) [ ] Other ($45)***Commercial:*** [ ] Office & Other ($100) | Click here to enter text. |
| **ADVERTISING CAMPAIGNS:** ***Non-Profit:*** [ ] Local ($45) [ ] Regional ($65) [ ] National ($125) [ ] Social Media ($125)***Commercial:***  [ ] Local ($150) [ ] Regional ($175) [ ] National ($250) [ ] Social Media ($250) | Click here to enter text. |
| **ADVERTISING PIECES:*****Non-Profit:***  [ ] Postcards ($50) [ ]  Posters (24”x36”) ($60) [ ] Calendars ($55) [ ] Other ($55)***Commercial*** (per 1000): [ ] Postcards ($125) [ ]  Posters (24”x36”) ($250) [ ] Calendars ($150) [ ] Other ($150) | Click here to enter text. |
| **MEDIA:** ***Non-Profit:*** [ ] CD-ROM ($50) [ ] Motion Picture ($50) [ ] Online ($50)***Commercial:*** [ ] CD-ROM (per 1000) ($100) [ ] Motion Picture ($200) [ ] Online ($100) | Click here to enter text. |
| **PRINTS:** *(Contact Us: fee will include printing costs and shipping)* ***Non-Profit:***  [ ] up to 8”x10” ($20) [ ] Over (8”x10 and up to 24”x36”) ($40)***Commercial:*** [ ] up to 8”x10” ($100) [ ] Over (8”x10 and up to 24”x36”) ($200) | Click here to enter text. |
| **3RD PARTY ONSITE SCANNING AT MNA:** [ ]  ($100) | Click here to enter text. |
| **CD/DVD (INCLUDE SHIPPING):** [ ]  ($50) | Click here to enter text. |
| **EXPEDITED DELIVERY (LESS THAN 30 DAYS):** [ ]  ($300) | Click here to enter text. |
| **TOTAL** | Click here to enter text. |

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* Credit lines must include “Museum of Northern Arizona” and identification number of the item.
* In some cases, collections and/or photographer **MUST BE** credited.
* ***Example:*** Pottery from the NE Navaho Mountain, 1961. Photographer P.V. Long. Glen Canyon Project, (GCP65.10). Courtesy Museum of Northern Arizona.

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* Prepayment of any fees is required before permission is granted. Default in payment shall immediately revoke permission.
* File delivery will be via a file-sharing service (dropbox.com, wetransfer.com) selected by the MNA.
* Scanning resolutions will depend on intended use as outlined in this Agreement and are set by the MNA Collections Management Policy.
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12. MNA reserves the right to adjust and/or waive fees based on information provided by the Applicant.

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**SINGATURE**

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| **Applicant Signature:** Click here to enter text. | **Date:** Click here to enter a date. |

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| **MNA Representative:** Click here to enter text. | **Date:** Click here to enter a date. |

**ATTACHMENTS**

MNA recognizes the unique needs of users, please note and then attach any additional forms or comments necessary to fulfill this request. Include requests for waivers in this area.

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