

McMillan Memorial Library - Application for Permission to Publish

PART I: APPLICANT INFORMATION

PLEASE PRINT

Name of Applicant: _____

Institution or Company: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

PART II: CONDITIONS OF APPLICATION

By signing this Application, you agree to the following if permission is granted:

- 1) **Permitted Use.** You may use the Images only for the purpose described above under "Project Description." Altering or manipulating the Images beyond standard cropping and resizing requires permission from the Library. (All permissions include use in promotional materials related to the described project)
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- 4) **Donation of Copy.** You agree to donate one copy of the publication/project to the Library. In the case of film, a video copy is acceptable. (In some circumstances the donation is requested, but not required, such as for small personal publishing projects. In the case of signage or single items, donation is not required.) You must provide the Library with the URL address for all websites where the Images are displayed, and notify the Library of all URL address changes.
- 5) **Liability.** You agree to defend, indemnify, and hold harmless the Library and its officers, employees, and agents from and 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 your use of the Images.
- 6) **Fee.** You agree to pay all fees incurred with this request.
- 7) **Effect of Non-Compliance.** *You understand and agree that failure to comply with one or more of the conditions stated herein may result in the loss of any permission granted and the denial of future requests for reproductions.*

By signing below, you agree to the above conditions.

Signature

Date

PART III: PROJECT DESCRIPTION

Title of Project: _____

Author/Director: _____

Publication/Release date: _____

Publisher/Production Company: _____

(All permissions include use in promotional materials related to the described project)

Images Used: use *File Names* as listed on our website. (e.g.

<http://www.mcmillanlibrary.org/photos/postcards/card13.jpg> or just card13.jpg)

(Please attach a list if you are using additional images)

Format Distribution Information (please check all that apply)

PRINT MEDIA *Number of Copies* Book/Catalog Brochure/flyer/poster

Magazine/Journal Report/limited publication

Newspaper Article Thesis/Dissertation Self-publishing Cover

FILM/VIDEO PRODUCTION (*licensed for one use/episode/appearance for the life of the project*) Standard/non-standard TV/Local/National Non-Broadcast

Non-Broadcast Instructional Standard/non-standard TV/World Wide Theatrical

Home video/DVD sales/rental Non-theatrical distribution Other _____

ELECTRONIC *How many?*

CD-Rom E-Books DVD World Wide Web (url)

OTHER USES

Commercial Advertising Commercial Display Commercial Product

Theater/Live Event Presentation Signage Office Décor/Interior Design Exhibits

Other _____

Alteration of Original Image (beyond standard cropping/sizing for use)

Request to alter image: Describe alteration

PART IV: Fee Schedule

No fees are charged for use by units of the City of Wisconsin Rapids or Wood County, for teacher or student classroom/assignment use or for educational use defined as “produced by an educational institution for classroom or instructional use.” No fees are charged for use of any image downloaded from our website.

For high resolution images (typically 3000 line TIF files)

- \$10.00 per image for non-profits (provide tax exempt number).
- \$25.00 per image for all other uses.
- Add an extra \$10.00 per order if provided on CD instead of email.
- Unedited higher resolution images are often available, but must be provided on CD, as they are too large to email.