RIT Archives Application for Permission to Publish or Use Reproductions of Materials

Conditions of Use

All requests to reproduce photographs, still images, and other materials from RIT Libraries’ RIT Archives holdings must be submitted on this application. The applicant agrees to abide by all terms, conditions, and provisions. Permission for reproduction is granted only when this application is countersigned by a representative of RIT Libraries.

Permission for reproduction is limited to the applicant, is non-transferable, and is granted only for the expressed purpose described in this application. Any change in use from that stated in the application requires a subsequent application and additional permission. Reproductions may not be copied, scanned, exhibited, resold, or used for any purpose other than that specified in this application. This permission is non-exclusive; RIT reserves the right to further reproduce the image and/or text and allow others to reproduce them.

RIT reserves the right to refuse any order for reproductions at its sole discretion, including, but not limited to, reproductions that may damage the original.

Copyright

It is the responsibility of the applicant to obtain written permission to publish reproductions from the owner of copyright (the institution, the creator of the record, the author, or his/her transferees, heirs, legatees, or literary executors). In all instances, the applicant agrees to hold RIT, its officers, employees and its agents harmless against any and all claims arising or resulting from the use of this image and shall indemnify RIT, its officers, employees, and its agents for any and all costs and damages arising or resulting from any such unauthorized use. RIT reserves the right to require the applicant to provide such written permission to publish reproductions from the owner of the copyright prior to fulfilling any order for reproductions.

Applicants may be granted permission to use reproductions or other imagery supplied by RIT Libraries for personal or educational use. If such permission is granted, reproductions may not be copied, scanned, exhibited, resold, or used for any purpose other than that specified in this application. Copies may not be deposited in another library, archive or repository without the permission of RIT.

Privacy and Other Rights

RIT reserves the right to require a release from individuals whose privacy may be violated by publication of the image.

Credit

All reproductions must include a credit line. Author/Artist/Creator, “Title,” publisher if available, date, media, dimensions. Credit line for the collection.

Examples:

- Cipe Pineles, “Vogue cover illustration,” 1927, collage. RIT Cary Graphic Design Archives, Cipe Pineles papers.
- Frank Ritter, ca. 1895, RIT Portrait Collection, RITArc-0439, RIT Archives, Rochester Institute of Technology

Credits should appear in close proximity to the image or in a special section devoted to credits. Payment of a commercial use fee does not exempt the user from the credit line requirement.
Name of applicant: _______________________________________________________

Organization or agency (if appropriate): ____________________________________

Address: __________________________________________ City: __________________
State/Province: __________ Postal code: ______ Country: ______________________
Phone: ______________________ Fax: ______________________
Email address: ___________________________________________________________

Intended Use of Material [check below]

☐ These materials are for personal research.
☐ These materials are for RIT internal use.
☐ These materials will be published.

Please provide a description of the project:

For publication purposes only:

Author/Director/Producer: ____________________________________________
Publisher: __________________________________________________________
Projected date of publication: ________________________________________
Format:

☐ Book
☐ Magazine
☐ Film/video
☐ Advertisement
☐ Online media including websites and social media
☐ Other, please describe:

Estimated size of edition (number of copies/size of market):
Materials to be used:
Call number, artist, title, collection descriptions (Provide a separate list if needed):

Title: 
Author: 
Date: 
Source: 

Fees

Reproduction fees
Reference reproductions of paper records delivered electronically as a PDF:
Up to 100 pages -- no cost
101-200 pages -- $25
201-300 pages -- $50
Add $25 per 100 pages thereafter

High resolution (300dpi) reproductions delivered electronically as a JPEG or TIFF:
Each image -- $25
**Please note that this price might be higher if the item to be digitized is oversized or not a usual size.**

Audiovisual reproductions will be delivered electronically as an MP4:
Files created in-house -- no cost
**If your request is large or is something that can’t be handled in-house, a fee will be determined at the time of the request.

Use fees
Use fee for reproductions from the Bernie Boston Collection:
Per image -- $150

Endorsements
By signing this application, I accept personally and on the behalf of any organization I represent the conditions set forth above:

Signed:_________________________________________

Dated:____________________

When signed by an authorized agent of RIT Libraries this form constitutes permission for reproduction as outlined in this application.

Signed:_________________________________________

Dated:____________________