

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

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 brief 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:

Collection:

## Reproductions

RIT Archives will reproduce materials to the extent that physical condition and copyright or other legal restrictions permit. Reproductions are provided in digital format:

- Text: Low-resolution digital image (200-dpi multi-page PDF)
- Photos/slides/graphic images: High-resolution digital image (300-dpi or 600-dpi; TIFF or JPEG)
- Audio: Digital audio file (.mp3)
- Video: Digital video file (.mp4)

Reproductions can take a minimum of 10 business days from receipt of request. Delivery timeline of reproductions will depend on the digitization queue and the complexity of the request.

**For non-commercial uses** (i.e., private individuals for personal use, reference, or scholarship): There is no charge for digitization requests that can be handled on-site (currently only DVD or VHS can be handled onsite). Please note that for larger requests or specialized formats that need to be sent off-site, vendor fees will be charged. (At this time, we are unable to provide a predetermined menu of fees should a vendor be required; estimates and quotes will be supplied on a case-by-case basis.)

**For commercial uses** (i.e., for use in a publication, documentary, or broadcast): \$25 per image

## On-Site Researcher Reproductions:

We allow researchers to capture digital images of materials from the collections (when restrictions do not exist).

- Personal cameras/phones are allowed in the reading room.
- A desktop scanner is available for use upon request. After scanning researchers can email files to themselves or save the files to a USB drive.
- A document camera is available to researchers. This high-resolution document camera attaches to your Windows or Mac computer and allows you to save images directly to your laptop.
- Personal hand-held copiers and scanners are not permitted.

## Conditions of Use

All requests to reproduce photographs, still and moving 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.

Researchers should note that compliance with copyright law is their responsibility. Outside of materials created by RIT, the RIT Archives does not hold copyright to the majority of the materials within its holdings, and accordingly cannot legally grant permission to cite or reprint such material. 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.

Publication permission can be granted by the RIT Archives for a limited array of materials, where the literary and artistic rights are owned by the University (as the creator) or where such rights have been legally transferred to RIT.

## Use fees

Use fee for reproductions from the Bernie Boston Collection:

Per image -- \$150

## 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, "Title," publisher if available, date, media, dimensions. Credit line for the collection.

Examples:

- Filippo Tommaso Marinetti, *Les Mots en Liberté Futuristes*, Milano: Edizioni futuriste di "Poesia," 1919. Courtesy of the RIT Cary Graphic Arts Collection.
- 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.

## 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: \_\_\_\_\_