#  Permission for Use

*STAFF USE*

**Job #**

**Pacific Lutheran University**

 **Robert Al. L. Mortvedt Library**

**University Archives and Special Collections**

12180 Park Avenue South

Email:archives@plu.eduPhone (253) 535-7586 Fax (253)535-7315

## PART 1: APPLICANT INFORMATION

PLEASE PRINT

Name: Company/Institution Street Address City State Zip code Phone Fax Email

**BEFORE SUBMITTING, PLEASE NOTE: In order to obtain permission to use materials contained in PLU Library or Special Collections all requested information must be provided.**

## PART 2: CONDITIONS OF APPLICATION

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

1. **Permitted Use:** You may only use the Images or Excerpts identified below and then only for the purpose described below under “Project Description.” Altering or manipulating the Images beyond standard cropping and resizing requires permission from Special Collections. You may not copy or reproduce the entire work from which the Excerpt was taken.
2. **Disclaimer; Copyright and Third Party Rights:** Unless notified explicitly otherwise in writing by the University, you acknowledge and agree that the University may not be the owner of the copyright in the works from which the Excerpts were taken or of the Images and that any permission granted does not constitute a copyright license. You agree to obtain any authorizations from third parties as may be required for your use of the Images, including copyright and publicity rights.
3. **Credits:**

**Images:** You agree to use the credit with each image: *Pacific Lutheran University Archives and Special Collections*, [plus the number of the photo]. (For example, *Pacific Lutheran University Archives and Special Collections Foss 169)*.) The credit information for digital files must be integral with the image as it is displayed, so that downloading of the image includes the credit line.

1. **Manuscripts:** You agree to use the credit in any manuscript or written material using an image or excerpt: *Pacific Lutheran University Archives and Special Collections*, [plus the collection name, box number, folder number if available]. (For example, Pa*cific Lutheran University Archives and Special Collections* *mss 155 box3 file 18)*

**Contribution of Copy:** You agree to provide one copy of the publication/project to Pacific Lutheran University. In the case of film, a video copy is acceptable. (In some circumstances a copy is requested, but not required, such as for small personal publishing projects. In the case of signage or single items a copy is not required.) You must provide Special Collections with the URL address for all websites where the Images or Excerpts are displayed, and you must notify Special Collections of all URL address changes.

1. **Indemnity:** You agree to defend, indemnify, and hold harmless the *Pacific Lutheran University* and its officers, employees, and agents from and against any and all liability, including attorney fees, 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.
2. **Fee:** You agree to pay all fees incurred with this request.
3. **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. If you are requesting Images for a unit of PLU, a company or an organization, you represent that you have the authority to act on behalf of that PLU unit, company, or organization.

 **X**  **X**

**Signature** **Date**

# Permission for Use

### PART 3: PROJECT DESCRIPTION

**If ANY of the following requested information in unknown/undecided, please wait until it has been confirmed before submitting application.**

PLEASE PRINT

Title of Project: Author/Director: Publication/Release Date: Publisher/Production Company:

Project Description:

 New Use  Reuse

Non-profit Status - **Identification number:**

PLU Faculty/Staff/Student - **Department:**

**Format Distribution Information:** *(Please check ALL that apply.)*

 *All permissions include use in promotional materials related to project.*

**Book/Catalog** *Quantity if needed* **Magazine/Journal** *Quantity* **Newspaper** *Quantity*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Print  |  |  | Custom Media Derivatives |  | Print |  |  | Print |  |
|  | E-book |  |  | Ancillaries |  | Online |  |  | Online |  |
|  | Other\* |  |  | Cover |  | Other\* |  |  | Other\* |  |

**Limited Publication** *Quantity**Quantity* **Electronic** *Quantity*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Self-publishing |  |  | Thesis/Dissertation |  |  | CD-Rom |  |
|  | Brochure/Flyer/Poster |  |  | Print on Demand |  |  | DVD |  |
|  | Report |  |  | Other\* |  |  | Other\* |  |

**Film/Video Production** *(licensed for one use/episode/appearance for the life of the project)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Standard/Non-standard TV (Local/National) |  | Non-broadcast Instructional |  | Theatrical |
|  | Standard/Non-standard TV (World-wide) |  | Home DVD Sales/Rental |  | Non-Theatrical |
|  | Non-broadcast |  | Digital Copy |  | Other\* |

**Computer/Digital/Online Media Other Uses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Social Media (Facebook, Instagram, Google+) |  | Commercial Advertising/Display |  | Signage |
|  | Website/Blog |  | Academic/Educational |  | Exhibition |
|  | Apps for Smart Phone/Tablets |  | Theater/Presentation |  | Product |
|  | Other\* |  | Office Décor/Interior Design |  | Other\* |

**\*If “Other” was marked under any category, please explain**:

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

 Request to alter image. Please describe:

# Permission for Use

### PART 4: MATERIALS REQUESTED FOR USE

### ONLY ONE REQUEST PLEASE: If you anticipate requesting use of additional PLU Archives and Special Collections materials, please finalize your list of requested materials before submitting this request.

Each cell should contain information relating to ONE item only. Please attach a separate list with all the required information if you need additional space. Use *Negative Numbers* (ex. PLU12347, Foss 1234) ***OR*** *Order Numbers* (ex. SEA123) from the Digital Collections site.

|  |  |
| --- | --- |
| **Images Requested:** |  |
| **Negative#/Order#** (REQUIRED) | **Item (Image/ Document) Description** (REQUIRED) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Excertps Requested** |   |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Reproduction Requests**

I am not ordering reproductions at this time. I understand this is for permission only.

I am also submitting a reproduction request at this time.

 *STAFF USE* (For each, please sign and date when sent)

 **Confirmation Email: Invoice:**

 **Permission Letter: Reproduction Request (if ordered):**