

## Photograph Reproduction Agreement Form

This form must be completed and signed before any photographic reproduction order can be processed. By signing this form I understand and agree that:

1. The Oshkosh Public Museum retains all rights to reproduction(s), including the right to grant others permission to reproduce the photograph(s).
2. The reproduction(s) provided are for reference use only and will not be sold, nor will they be given to other individuals or institutions.
3. I will not copy the requested photograph(s) in any form and by any means nor will I allow others to do so.
4. I will not publish, reproduce, or broadcast this material in any format without first obtaining written permission from the Oshkosh Public Museum. A *Letter of Indemnification* must be signed and returned to the Oshkosh Public Museum in order to obtain a *Letter of Permission* before publication or broadcast of reproductions can occur. Permission will be granted for one time use only and does not apply to 2<sup>nd</sup> editions, reprints, or updated editions.
5. I assume all responsibility for questions of copyright or literary rights that may arise.
6. I agree to pay all duplication charges that may occur with my order including costs to produce copy negatives.
7. I agree to pay all reproduction use fees when publishing, reproducing, or broadcasting this material in any format.

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Please check one:

- Mail my order (scan to disk). There is a minimum \$5.00 shipping/handling fee for orders.
- Order pick up at Museum front desk (scan to disk)
- Digital download through Dropbox.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The reverse side of this form must be completed when placing an order.**

**Project Information:**

Name/Title of project: \_\_\_\_\_

Author/Editor/Director: \_\_\_\_\_

Estimated publication/production date: \_\_\_\_\_

Non-Profit: Yes No Non-profit identification number: \_\_\_\_\_

Format (Please check all that apply to your project):

- Book/Article      TV Broadcast      Video      CD Rom/Computer program
- Website      Advertising      Exhibit      Other: \_\_\_\_\_

**Publisher/Production Company Information:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Distribution Information (Please check all that apply to your project):**

- Print Media      Film/Video      Other \_\_\_\_\_
- Local market      North America      World Wide
- Network/syndication/cable      Reprint/Re-use
- Cover      Full page      Less than full page
- Print run for first edition: \_\_\_\_\_ Any of above, with repeats

Rights in Perpetuity for the life of the project (additional charge added to fees based on above information):

- One format (\$500)      Multiple formats (\$1,000)

**List object identification numbers for images used:**
