



HUNTER LIBRARY

Special Collections Request for Copies and Permission to Publish

Please read, provide the requested information, and return Pages 1-3 of this form with any required fees to: Special Collections, Hunter Library, 176 Central Drive, Cullowhee, NC 28723 | specialcollections@wcu.edu

Name: _____

Institution or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Type of User/Purpose of Use:

- A. [] Non-commercial or scholarly use – no fee.
B. [] Nonprofit organization use (501c3 status) – no fee.
C. [] Commercial or broadcast use

Table with 3 columns: checkbox, description, and fee. Rows include: Television show or documentary (\$60.00), Media Bundle – includes television, home video/DVD, Internet, and promotional use (\$120.00), Feature film (\$250.00), Advertising (\$600.00).

Publication or Exhibition Information

If the image will appear in any sort of publication, production, or exhibit, please complete the following:

Proposed Title: _____

Publisher/Producer/Institution: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release/Exhibition Date: _____

Rules governing publication

1. Hunter Library does not claim exclusive ownership of the rights to all images in our collection. We are simply granting permission to use images in our collections. The library can grant permission to publish only those manuscripts in its possession literary rights to which have been assigned to Western Carolina University, Hunter Library, the Endowment Fund of Western Carolina University, the Development Foundation of Western Carolina University, or are in the public domain.
2. Permission is for use worldwide and in all languages, but only for the purpose stated on the reverse. The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation. **This permission is nonexclusive, and nontransferable.**
3. Permission to publish, in circumstances where the library is qualified to grant it, requires proper completion, signing, and approval of this form. Until a fully executed copy of this form has been returned to the applicant and, if applicable, fees have been paid, permission cannot be granted.
4. Approval of this application authorizes publication only in a single new work of the identified material. Such authorization is not exclusive and Western Carolina University does not thereby surrender its own right to publish or to grant others permission to do so.
5. The image(s) must be credited to Hunter Library in all publications or displays. In general, **“Courtesy of Hunter Library, Western Carolina University”** will suffice. If an object identification number, caption, and/or photographer name exists for an image, this information must also appear on the credit line.
6. The user agrees to defend, indemnify, save, and hold harmless Hunter Library, its employees, officers, or designates, from any and all costs, expense, damage, and liability arising because of claim whatsoever that may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication, or printing by anyone for any purpose whatsoever.
7. Use of materials from Hunter Library does not imply that the library endorses any product, enterprise, opinions, or confirms the accuracy of any content on the site, in publication, and broadcast.
8. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify and hold the University, its Trustees, Officers, Employees and Agents harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials identified above.

I have read, accept, and agree to abide by the conditions listed above for the one time use and specific purpose(s) stated in this document.

Requested by (Signature): _____ Date: _____

Name (please print): _____ Title (if applicable): _____

Image Selection

Please identify the image using the URL of the item in the digital collections, the inventory number, or its location in a manuscript collection.

Image Identifier	Item description

Approved by library representative: _____

Date: _____

Suggested credit line: _____

Complete this section only if fees are assessed

	Type of use	Cost per image	# of images	Total
<input type="checkbox"/>	Television show or documentary	\$60.00		
<input type="checkbox"/>	Media Bundle – includes television, home video/DVD, Internet, and promotional use	\$120.00		
<input type="checkbox"/>	Feature film	\$250.00		
<input type="checkbox"/>	Advertising	\$600.00		
Total amount due				