



Image Reproduction Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Fax: _____

I request the use of (description and/or identification number): _____

from the _____ collection.

To be used in the following publication:

Title of work: _____

Authors/Editors: _____

Publisher: _____

Address: _____

City: _____ State: _____ Zip: _____

URL (if online): _____

Applicant agrees to abide by the following conditions for reproduction of an image from Special Collections Research Center, George Mason University Libraries:

1. Permission for reproduction and/or use is granted only for the expressed purpose described in this application. Any subsequent use constitutes reuse and must be applied for in writing to Special Collections Research Center, George Mason University Libraries.
2. All items used in publication must use the credit line: “[Title of Collection], [Collection Number], [Box Number], [Folder Number], Special Collections Research Center, George Mason University Libraries.”
- 3. One complimentary copy of each publication in which an image is used is requested for retention in the archives.**
4. Reproduction is permitted only from photographic and electronic materials supplied by Special Collections Research Center, George Mason University Libraries. Use permission is for one time use only.
5. Special Collections Research Center, George Mason University Libraries assumes no responsibility for any royalties or fees claimed by the artist or creator, or on the artist’s or creator’s behalf.
6. In the case of copyrights held by another party, the applicant must secure written permission from the copyright holder.
7. Use permission is granted only to the applicant and is non-transferable.
8. Special Collections Research Center, George Mason University Libraries reserves the right to refuse reproduction of images without explanation.
9. Images must be reproduced without alteration. Requests to alter images, including cropping, bleeding, overlapping, detail only, digital enhancement, etc. must be approved and so indicated on this form.
10. All fees must be paid prior to publication.

Applicant agrees to abide by the terms and conditions listed on page 2 of this form. Permission to publish is granted upon completion of this form, approval, and payment of all fees. Permission to publish is limited to the applicant and is non-transferable.

A signed copy will be returned to the applicant upon approval.

Applicant’s name (please print): _____

Signature of applicant: _____ Date: _____

Representative of GMU Libraries (please print): _____

Signature of GMU Libraries Representative: _____ Date: _____