



TUSKEGEE UNIVERSITY

UNIVERSITY ARCHIVES
A Division of Library Services

APPLICATION TO PUBLISH OR REPRODUCE:

A. Personal information: (Please fill out completely)

NAME: _____

PERMANENT ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

FAX: _____

ACADEMIC or INSTITUTIONAL AFFILIATION: _____

B. Publication/product information

Information about proposed publication or product:

Title of publication or product where material is to be used:

Publisher, Production Company, or institution:

Editor or project coordinator and contact info: _____

Anticipated publication date: _____

John A. Kenney Hall, Room 44-201 | Tuskegee, AL 36088
Phone: 334.725.2374 | Phone: 334.725.2383 | Fax: 334.725.2321 | Email: archives@tuskegee.edu
www.tuskegee.edu

Describe in detail (including page references if applicable) the archival material for which permission is requested. Please include collection name, call number, and any information known, including how the information was acquired.

C. REGULATIONS AND RESTRICTIONS GOVERNING PUBLICATION & REPRODUCTION OF MATERIALS OF THE TUSKEGEE UNIVERSITY ARCHIVES

1. Permission to publish, in circumstances where the **Tuskegee University Archives** is qualified to grant it, requires completion, signature, and approval of this form. Until a fully executed copy of this form has been returned to the application, permission cannot be granted. Once permission is granted, Tuskegee University grants to applicant a non-exclusive license to those rights in the material which Tuskegee University is qualified to grant, subject to the terms set forth herein.
2. Publication fee for materials from the **Tuskegee University Archives** is at the discretion of the **Tuskegee University Archives**. A commercial use fee is charged for commercial ventures in publication and production. Publication fees for non-scholarly and commercial publications are in addition to fees for reproduction. The **Tuskegee University Archives** retains sole right to judge what constitutes a non-scholarly or commercial publication.
3. All negatives remain the property of the **Tuskegee University Archives**.
4. Approval of this application authorizes publication only in a single new work of a facsimile or quotation from the material identified above. Such authorization is not exclusive and therefore the **Tuskegee University Archives** does not thereby surrender its own right to publish or to grant others permission to do so.
5. Credit shall be given as follows: **“The Tuskegee University Archives, Tuskegee University.”**
6. The Archives can grant permission to publish only those manuscripts in its possession; literary rights to which have been assigned to the archives, or are in the public domain.
7. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, fair use, and libel and covenants and agrees to exonerate, indemnify and hold the University, its Trustees, Fellows, Officers, Servants 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.

Permissions for Commercial Publication:

Unless otherwise specifically provided elsewhere in this document, no image licensed for use on a cover of a publication may be used for promotional or advertising purposes without the express permission of Tuskegee University Archives and the payment of additional fees. All fees and expenses payable under this agreement are required irrespective of whether Client makes actual use of the images or the licenses to use them. Unless specifically provided elsewhere in this document, no reprographic, reprint, republication or other secondary reproduction usages may be made, and usage rights are granted only for one-time, English language North American editorial print editions of the publication.

For print-on-demand books, we will allow ONE-TIME, NON-EXCLUSIVE, WORLDWIDE ENGLISH LANGUAGE PRINT RIGHTS FOR A PERIOD OF FIVE (5) YEARS FROM THE FIRST PUBLICATION (PRINT RUN=UP TO 3,000). The front cover use fee is \$450. There is a surcharge (+\$150 per image) to use the images in e-book format for a period of up to ten years only. All images used online must be displayed at a maximum resolution of 72 dpi. All future editions, reprints, translations, or formats (including electronic media) must be negotiated separately. We require that one gratis copy of each book be sent to our office upon publication.

Furthermore, no rights are transferred to Client unless and until **Tuskegee University Archives** has received payment in full. The parties agree that any usage of any image without the prior permission of Tuskegee University Archives will be invoiced at three times Tuskegee University Archives' customary fee for such usage. Client agrees to provide Tuskegee University Archives with three copies of each published use of each image not later than 60 days after the date of first publication of each use. If any image is being published only in an electronic medium, Client agrees to Provide **Tuskegee University Archives** with an electronic tearsheet, such as a PDF facsimile or URL of the published use of each such photograph, within fifteen (15) days after the date of first publication of each use. Unless otherwise specifically provided elsewhere in this document, all usage rights are limited to print media, and no digital usages of any kind are permitted. This prohibition includes any rights or privileges that may be claimed under §201(c) of the Copyright Act of 1976 or any similar provision of any applicable law.

Digital files may contain copyright and other information embedded in the header of the image file or elsewhere; removing and/or altering such information is strictly prohibited and constitutes violation of the Copyright Act.

Signed: _____ Date: _____

Print name: _____

Completed forms should be returned for review to Dana R. Chandler, University Archivist | Phone: 334.725.2383 | email: archives@tuskegee.edu

Request to publish authorized/denied: _____

Stipulations/requirements/notes: _____

Signature: _____
Dana R. Chandler, University Archivist/Cheryl Ferguson, Archival Assistant

Date: _____

Follow-up/notes:

3rd Revision Aug 2021



TUSKEGEE UNIVERSITY

UNIVERSITY ARCHIVES A Division of Library Services

Archives Pricing

Application to Publish or Reproduce \$50.00 per image
Books, Articles, Magazines/Journal, Newspapers
Dissertation/Thesis

Application to Publish or Reproduce \$150.00 per image
Film/Video, CD-Rom/Multimedia Advertisement,
Website, Exhibit, other commercial users

Application to Publish or Reproduce \$500.00 per image
Worldwide Rights

Licensing Fee *Please Inquiry*
Contact Office of Communication, Public Relation & Marketing

Electronic Scans

73-200 dpi JPEG, Tiff \$5.00 per image
300 dpi JPEG, Tiff \$10.00 per image
600 dpi JPEG, tiff \$25.00 per image
CD (w/case) \$5.00
DVD (w/case) \$10.00
Postage for CD (U.S only) variable
Rush Orders (3-5 business days) \$25.00 per image
Super Rush (1-2 business days) \$35.00 per image
Photo Enhancement/Correction \$60.00 per hour/per image

Digital Prints

Service	Size	Price	Service	Size	Price
Print	4" x 5"	\$15	Print	8.5" x 11"	\$22
Print	5" x 7"	\$16	Print	11" x 14"	\$30
Print	8" x 10"	\$20	Print	11" x 17"	\$35

Copying:

Black & White Copy (per page: letter, legal) \$.45
Color Copying (per page: letter, legal) \$1.50

FORMAL PERMISSION IS REQUIRED for all image usage. Forms are to be requested and submitted to the university archivist, Mr. Dana R. Chandler (dchandler@tuskegee.edu) or archival assistant, Ms. Cheryl Ferguson (archives@tuskegee.edu) for consideration.