

Photographic & Audio-visual Use Form

This form documents all uses of photographs and audio-visual materials. Please complete form and return to Valparaiso University Archives & Special Collections. A return letter will be sent to you indicating approval.

Name:

Mailing address:

Telephone:

Institution/company:

Type of use:

Commercial

Non-profit/government/other exempt

Type of product in which the image or recording will be used:

Book

Serial publication

Poster

Postcard

Slide show

Book jacket/cover

Advertisement

Display

Film strip

Film, IN

Film, beyond IN

Audio production, IN

Audio production, beyond IN

Video production, IN

Video production, beyond IN

Other _____

Title of completed product:

If audio, video, or film production, total number of seconds used:

Total commercial use fee due (see fee schedule on page 3):

List of photos, audio recordings, and/or moving images:

I certify that the images and/or recordings listed on page 1 were used for the purposes and by the person, company or institution stated above. I agree that the one-time use of these images and/or recordings are subject to the following conditions:

1. An attribution statement citing Valparaiso University Archives & Special Collections as the source will be used.
2. That the use fee will be paid upon delivery of the material by Valparaiso University.
3. That the user assumes responsibility for issues concerning copyright violation, invasion of privacy, slander, and/or libel resulting from the use of the images or recordings.
4. That a copy of the product in which Valparaiso images or recordings were used be provided to the Library at no cost (this condition may be waived, subject to approval of a written request submitted to the Special Collections Librarian.
5. That the images or recordings are in no way misrepresented or altered to falsify their content.

User's signature

Date:

University Archives approval

Date:

Please make checks payable to Valparaiso University and mail to:

Christopher Center Library and Information Resources

Attn: University Archives & Special Collections

1410 Chapel Drive

Valparaiso University

Valparaiso, IN 46383

Photograph & Audio-Visual Commercial Use Fee Schedule

Effective November 2014, the following fees will be assessed for the use of photographs, audio recordings and moving images from the collections of Valparaiso University Archives & Special Collections. These fees are for one-time use (which includes any promotional use relating to the publication or production in question), and are levied in addition to other processing and service charges. **Fees apply whether the images or records are provided by Valparaiso University Archives & Special Collections or are made by the user.**

1. Use of photograph in a commercial publication and/or production:
 - a. \$125.00 for world rights, all languages
 - b. \$250.00 for electronic rights (requesting company must specify what type of electronic rights; anything else)
2. Limited display/exhibit of photograph in an Indiana commercial environment (restaurant, bank, office, etc.): \$10.00
3. Use of photograph, moving image, or audio recording in audio, video or film productions:
 - a. Commercial use (Indiana): \$ 5.00 per second used in finished production.
 - b. Commercial use (beyond Indiana): \$10.00 per second used in finished production with \$500.00 minimum.
4. Reuse in subsequent editions, printings or releases: Fees will be negotiated, but generally will not be less than 33% of the charged fees.

Special considerations will be made for the following (fees do NOT apply)*:

1. Non-profit corporations (government agencies, churches, or organizations with 501(c)(3) IRS status)
2. Accredited educational institutions
3. Non-profit museums and other historical agencies
4. Private scholars (when used for personal research, lectures, theses or dissertations)
5. Non-profit academic presses or production companies
6. Home use
7. Local news media
8. Works published before 1923

*Fees do not apply, but you must credit Valparaiso University Archives & Special Collections as the source.

Archives & Special Collections reserves the right to waive/negotiate fees or other requirements on an individual basis at the discretion of the Special Collections Librarian. Such waiver of fees or obligations can be made only upon approval of written application to the Special Collections Librarian.

Thanks to Ball State University for permission to reuse their language for this form.