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Please complete, sign and return both copies attention: Registrar (jana@flogris.org). A countersigned copy will be returned to you for your files.

Date:

Applicant:

hereby applies for permission to use:

Artist:

Title:

Year:

Media

Dimensions:

Accession Number:

Purpose:(list print run, publisher, retail price, date of publication & author when possible)

Author:

Book:

Publisher:

Date of Publication:

Print Run:

Retail Price:

CONDITIONS FOR REPRODUCTION AND USAGE

1) REQUESTS for permission to reproduce an image for publication must be made in writing and include the intended use, the publisher (if applicable), and expected date of publication. Reproduction fees are payable in advance. If the image is not used, a refund may be granted if applied for in writing.

2) **PERMISSION to reproduce and/ or use and image(s) and the fees payable are for North American rights, one-time use, in one edition, in one language.** Additional language editions, subsequent editions, and any related promotional use is considered a separate request and will require additional application and fees. Exclusive rights are not granted to any publisher.

Video and/or archival film footage may be used for the purpose of special news features, for one-time use only, without charge. Any subsequent airing of the video or film footage must be requested in writing prior to the date of airing. All video and film footage remains the property of the Museum; no copies can be made of the video or film.

3) NO CROPPING of the painted area of a picture, the outline of a sculpture, and the area within the white border of a photograph or graphic work, including inscriptions, is allowed. If a detail of the work is used it must be labeled in the caption as such.

4) OVERPRINTING - Reproductions may not be superimposed with type matter of in any way defaced or altered.

5)FILES will be furnished for projection and study purposes only unless otherwise requested for publication. Files may not be duplicated. Special use for video production will be considered upon application.

6) COVER USE - permission for book jacket, video or calendar covers will only be considered upon receipt of a cover design and written application for such use. Additional fees will apply.

7) CREDIT LINE supplied by the Museum must be included in the appropriate section of the publication or film.

8) PROOFS for color reproductions must be submitted and approved by the Museum before printing may proceed. Failure to comply with the corrections indicated on the submitted proof may result in the withdrawal of approval.

9) DUPLICATION - applicants may not duplicate image files supplied by the Museum.

10) GRATIS COPY - a complimentary copy of the finished publication in which the image is reproduced must be submitted to the Museum.

11) LOGOS - Permission will not be granted for use of any image owned by the Museum to be used as a logo or symbol.

12) DISCLAIMER - The Florence Griswold Museum acknowledges that it is the holder of the copyright on the images listed in this contract. The Florence Griswold Museum assumes no responsibility for any royalties claimed by any third party. Some works may be under copyright by the artist or artist's heirs holding rights to these works. Requester must seek additional copyright clearance from those parties.

The Florence Griswold Museum grants the applicant, North American, NON-Exclusive, One-Time only rights to use these images.

The applicant agrees that this permission, if granted, shall be subject to the conditions listed on this form and further agrees to the prompt payment of all applicable fees.

Signature: _____ Date: _____

Print name and Title: _____

**Image Rental FEE:
Licensing Fee:**

Credit Line:
Photo Credit:

Permission granted to use the above-mentioned objects, for the use listed in this contract ONLY,
and subject to the conditions listed on the back of this form.

Signed for the Museum: _____ Date: _____

Print name and Title: _____