



## APPLICATION FOR PERMISSION TO PUBLISH

Permission to publish, exhibit, or broadcast collections materials must be obtained in advance and in writing from Grand Valley State University Special Collections and University Archives by completing this Application for Permission to Publish form. This contract authorizes the reproduction or use of the following items from Grand Valley State University's Special Collections & University Archives collection for the purpose specified below. Permission is granted for one time use only in accordance with the conditions listed on this sheet. Special Collections & University Archives reserves the right to refuse permission to individuals and publishers who have not complied with its policies.

Publication fees may be applicable. These fees are assessed by Special Collections and University Archives as the owner of the physical collection material and must be distinguished from any that might be assessed by a different copyright holder. For works not in the public domain, the user is solely responsible for securing publication permission from the copyright holder (including Grand Valley State University Libraries) and paying any associated fees.

Today's Date: \_\_\_\_\_

Applicant Name (Please Print): \_\_\_\_\_

Affiliation/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Statement of intended one-time use\*:

- Personal       Non-Profit       Commercial       Educational (theses, dissertation, etc.)  
 Other: \_\_\_\_\_

Title/Description: \_\_\_\_\_

Author(s)/Producer(s): \_\_\_\_\_

Date of Use/Publication: \_\_\_\_\_

Publisher/Publication Date: \_\_\_\_\_

### Materials Requested:

Collection Title:

Item(s) description:

I agree to credit Grand Valley State University Special Collections and University Archives in accordance with the credit line(s) provided below, and to pay the use fee of \$ \_\_\_\_\_. I understand that permission is for one-time use only, and that Special Collections and University Archives retains all rights to the item(s). I understand that photographs may be cropped but not altered in any way as to appear different from the original. I further agree that said item(s) will not be used for any purpose other than that stated on this permission form. I understand that the publisher is responsible for securing proper permission from the copyright owner of the work. In requesting permission to publish, exhibit, or broadcast materials in Special Collections and University Archives, I agree to indemnify and hold harmless Grand Valley State University, their officers and employees, from any action involving infringement of the rights of any person, or heirs and descendants in common law or under statutory copyright.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission is hereby granted to publish, exhibit, or broadcast the above items, provided the applicant meets the conditions listed above.

Special Collections Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions:**

Images from the collection may not be reproduced without the written consent of Grand Valley State University Special Collections & University Archives. Return of this completed form and payment of use fees constitutes permission to use/publish.

Permission is granted for ONE TIME USE ONLY for the life of the project requested.

Permission is granted for the purpose given in the "Statement of Intended Use." Any reproduction or subsequent use of the provided copies is prohibited without the express written permission of Grand Valley Special Collections & University Archives. Subsequent uses generally require payment of additional reuse fees.

To credit properly:

Credit line: **Courtesy of Grand Valley Special Collections & University Archives**

Crediting each collection/item title, when applicable, is mandatory. If there is a question about proper credit information or format, call or e-mail and request the information.

Films must include the credit with the "Sources of Illustrations"

Exhibitions must include the credit within the exhibition area.

**Use Fees:**

Fees will be determined upon receipt of the completed form, or by phone or email agreement. Payment is expected in advance. Use fees will be waived for personal or non-profit use; classroom or educational use, general use by Grand Valley students, faculty, or staff.

**Reproduction fees:**

Reproduction fees for photo-reproduction and/or digital reproduction will be determined by the job.

**The Special Collections will receive a complimentary copy of any publication in which an image is used when noted on the returned form. This copy should be sent automatically upon publication.**

Please return this form to:  
Leigh Rupinski  
Archivist for Public Services and Community Engagement  
Grand Valley State University  
Special Collections & University Archives  
1 Campus Drive  
Allendale, MI 49401  
[rupinski@gvsu.edu](mailto:rupinski@gvsu.edu)