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Department of Visual and Media Arts
Grand Valley State University

The Department of Visual and Media Arts of Grand Valley State University has developed an electronic image system, GVSU Visual Resources Library (GLEAN©), in support of classroom instruction. GLEAN© is an online image database that creates and shows Internet-based lectures using digitized images. The system permits instructors to remotely access images, and to present images on Microsoft PowerPoint or Expression Media for teaching. GLEAN© brings the digital image into the teaching and learning process. The image system's primary use is to support the curriculum of the Department of Visual and Media Arts and use of visual technology campus-wide.

The strict conditions under which GLEAN© is used by these courses are the following:

- Images are made available for in-class use, for support and illustration of lectures.
- Images are made available in a networked database, in support of faculty development of lectures and student study.
- Images are secured in an electronic database, which is accessed via username and password by faculty and students. Faculty are notified of their responsibilities in the use of the database, and the laws governing the use of these images in their classes. Students have access to view images in low-resolution format only.
- Acknowledgement of copyright ownership and permission that accompany each image.

In accordance with the "Fair Use Guidelines for Educational Multimedia" (<http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>), the Visual Resources Library is seeking written permission to include in this digital image system a number of images to which you hold the copyright. The use of all images will be strictly governed by the purpose and conditions described above.

Thank you in advance for your consideration of this request. Please feel free to contact the Visual Resources Curator, Yin-Fen Pao, at (616)331-2568 or paoy@gvsu.edu for clarification of any questions regarding our digital image project, so that we may thereby assist in your decision. An "Agreement for Permission to Use Images" has also been attached for your response.

AGREEMENT FOR PERMISSION TO USE IMAGES

I _____, the donor (individual or corporate), am the sole owner of images of certain works of art and hereby grant Grand Valley State University (GVSU) a non-exclusive permanent license to use the images better described as

_____, to be uploaded to the GLEAN© system for inclusion in the Department of Visual and Media Arts Collection and to be retained and used for educational purposes by GVSU.

Credit for each digitized image will appear in the data record accompanying the images. Please include the information you would wish to have placed on the credit line.

Source: _____
(Example: Gift of Mr. and Mrs. Smith, Grand Rapids, MI)

An Agreement made this _____ day of _____, 20____

Signature

Donor: _____

Visual Resources Library Curator: _____
Department of Visual and Media Arts

Please respond by _____ to facilitate use of these images for educational purposes.