

REQUEST FOR PERMISSION TO USE MATERIALS IN PUBLICATIONS

Name

Name of organization

Address

City State Zip code

Phone:

Email:

Purpose of Request

Check (✓) any that apply	Person, Organization, or Publication Type	Fee per image
<input type="checkbox"/> <i>Student paper, thesis, or dissertation</i> <input type="checkbox"/> <i>Official use by Victoria College or University of Houston-Victoria for related publication</i> <input type="checkbox"/> <i>Scholarly use such as a publication in a scholarly journal</i> <input type="checkbox"/> <i>Use by nonprofit organization</i>		No charge
<input type="checkbox"/> <i>Textbook</i> <input type="checkbox"/> <i>Research by commercial consultants, including legal, historical, and architectural researchers</i> <input type="checkbox"/> <i>Newspaper, magazine, film, or video—local/regional</i>		\$25.00
<input type="checkbox"/> <i>Commercial publication (non-scholarly journal or mass audience books)</i>		Cost based on production run
<input type="checkbox"/> <i>Commercial display or exhibit</i> <input type="checkbox"/> <i>Advertisement, other commercial ephemera (menu, brochure, poster)</i> <input type="checkbox"/> <i>Newspaper, magazine, film, or video published nationally/internationally</i> <input type="checkbox"/> <i>Commercial website</i>		\$100.00

Specifically describe the materials obtained from the VRHC including titles of works, illustrations, images, etc. and any unique identifiers (such as call numbers, negative numbers, etc.). Add additional page if needed.

Provide information about the work to be published:

Author

Title

Publisher

Projected publication date

Projected number of copies to be published

Conditions for Permission to Publish from the VRHC

1. All requests for use of VRHC materials will be considered on a case-by-case-basis.
2. It is the responsibility of the requestor to obtain any required copyright permission from the copyright holder, whether it is the Victoria College/University of Houston-Victoria Library or a separate entity.
3. The following credit line must be used in publications: Victoria Regional History Center, Victoria College/University of Houston-Victoria Library.
4. A copy of the publication in which materials from the VRHC are used is required to be given to the Victoria College/University of Houston-Victoria Library.
5. The applicant will be responsible for any claims or costs incurred by the applicant for copyright infringement arising from use of the VRHC materials by users. The Victoria Regional History Center, the Victoria College/University of Houston-Victoria Library, the Victoria College, the University of Houston-Victoria and its agents will not be responsible for any claims or costs incurred by copyright infringement arising from use of the VRHC materials by users.
 - ✓ By signing below, I certify that the information provided by me in this document is correct. In addition, I have read and understand and agree to abide by the conditions set forth in this document. (A signed copy of this document will be given to the requestor.)

Date: _____

Signature, Title of Requestor

Name of Organization Requestor Represents (if applicable)

Date: _____

Signature, Title of Representative of the VC/UHV Library