



PERMISSION FOR USE OF PICTORIAL IMAGES APPLICATION

All requests to reproduce photographic images from the Arizona State Parks and Trails (ASPT) collections must be submitted on this application. The applicant agrees to abide by all the terms, conditions, and provisions of this agreement.

Permission for reproduction is granted only when this application is countersigned by an authorized representative of ASPT. Permission for reproduction is limited to the applicant and is non-transferable and only for the expressed purpose described in this application. This permission is non-exclusive; ASPT reserves the right to reproduce the image(s) and to allow others to reproduce the image.

ASPT reserves the right to limit reproduction of its pictorial images and to impose such conditions as is required by donor agreement or law, or if the original materials is too fragile for reproduction.

ASPT will provide only digital reproductions. An applicant may request permission to use up to ten images in any three-month period.

1. Applicant Information:

Name: _____
Organization: _____
Address: _____
City/State/Zip Code: _____
E-mail: _____
Phone Number: _____

2. Images Requested:

Accession Number, if known	Description

3. Description of Publishing Project:

Author(s): _____
Title or Description: _____
Place of Publication: _____
Publisher or Sponsor: _____
Date of Publication: _____



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4. Economic Classification of this Publication:

- Publication by a university press or educational institution.
- Journal/magazine publication. Title: _____ Circulation: _____
- Broadcast media. Audience: _____
- Book publication. Publication run: _____
- For profit design or advertising use. End product: _____
- Newspaper: _____
- Other: _____
- Web: (Note: 150 dpi with a title bar): _____

For office Use Only

Permission to Use Pictorial Images

Any special conditions required:

Permission for use pictorial images listed and purposed describe above is granted by Arizona State Parks and Trails and accepted by the applicant signed below, subject to terms, covenants, obligations, and reservations, expressed or implied herein, and to the notice, conditions, and requirements included or attached.

Permission granted by - (signature, title and date):

Accepted by (applicant signature and date):

Copy of publication received by: (signature, title and date):



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Notice

1. The information that you provide is voluntary, however submission to requested information is required to evaluate and document projects. It is our policy not to use your name for any other purpose, except as required by law. False, fictitious or fraudulent statements are grounds for revocation of permission to use pictorial images. Failure to provide all required information is sufficient cause for Arizona State Parks and Trails to deny permission.
2. Arizona State Parks and Trails reserves the right to deny a permission to use pictorial images for any project its staff deems inconsistent with mission, goals, values, goals, and objectives of the Agency; if the Agency is unable to support the project with staff or other resources it deems necessary; or if it deems the project will adversely impact visitors, the agency, and/or resources.

General Conditions and Requirements

1. **Reproduction of Photographic Images:** Permission is granted to use only the images that are identified and described on this application. Photographic images supplied by ASPT may not be copied, scanned, exhibited, resold, or used for any other purpose that that specific in this application.

2. **Copyright:**

- a. Permission

In addition to the permission of ASPT, additional permissions may be required. In cases on living artists and/or subject to the 1976 Copyright Law of the 1991 Visual Artists Rights Act, written permission must be secured by the applicant from the artist, his/her agent, or the copyright owner.

- b. Copyright Warning

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Agency reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law

- c. Privacy:

An individual in a reproduction has privacy rights as outlined in TITLE 45 CFR 46 ("protection of Human Subjects"). ASPT reserves the right to require a release from individuals whose privacy may be violated by the publication of this image.

- d. Owner of original image:

In the instances where APT holds only a reproduction of an image, written permission of the owner of the image is required. ASPT cannot grant permission or issue a print when the owner of the original image is known.

It is the responsibility of the owner to obtain permission to publish reproduction from the owner of the copyright (the institution, the creator of record, the author, or his/her transferees, heirs, legatees, or literary executors).

ASPT assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from reproduction of any image. The applicant agrees to hold ASPT harmless against any and all claims arising or resulting from the use of each image and shall indemnify ASPT and its agents for any and all costs and any damages arising or resulting from any such authorized use.

3. **Image alteration:** Photographic images must be reproduced unaltered and in their entirety unless otherwise approved in writing. Standard cropping and resizing are permissible.

4. **Credit:**

- a. For images in the collection, images must be credited: Arizona State Parks and Trails, accession number/identifier, name of object/document or names on correspondence, and date.

- b. For marketing photos, images must be credited: Arizona State Parks and Trails

5. **Final publication:** The application agrees to send ASPT, upon date of publication, one complete best edition, gratis copies of the work containing the reproduction at no charge.

6. **Gratis copy:** All original prints and negatives are retained by ASPT and do not leave its facilities. Images may not be copied by applicant's own equipment.