

Date: \_\_\_\_\_

Job#: \_\_\_\_\_

# PERMISSION FOR COMMERCIAL USE FORM

## Personal Information

Name: \_\_\_\_\_

Patron Status:

Faculty     Staff     Alumni     Private Researcher     Reporter/Media

Student     Visiting Scholar/Student

Undergraduate     Graduate    Institution: \_\_\_\_\_

Other: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Materials

I hereby request permission from the University of Louisiana at Lafayette Special Collections Department to use for commercial purposes the following materials that are part of the University Archives and Acadiana Manuscripts Collection.

Describe in detail the library material for which permission is requested. Please include collection name, call number, and any information known, including how the information was acquired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Publication Information

Title of Publication: \_\_\_\_\_

Author/Editor: \_\_\_\_\_

Publisher: \_\_\_\_\_

Projected Publication Date: \_\_\_\_\_

Print Run (Number of copies): \_\_\_\_\_

Projected Retail Price: \_\_\_\_\_

Intended Audience: \_\_\_\_\_

### **Conditions Governing Publication of UL Lafayette Special Collections Materials**

1. All requests for use of UL Lafayette Special Collections materials, whether in publications, motion pictures, videos, or performances will be considered on a case-by-case basis.
2. It is the responsibility of the patron to obtain any required copyright permissions from the copyright holder, which in some instances may be the Edith Garland Dupré Library.
3. It is the policy of the UL Lafayette Special Collections Department to assess a licensing fee for the commercial use of materials from its collections. The UL Lafayette Special Collections Department reserves the right to judge whether a proposed use is commercial based on the nature of a project and its intended audience. The UL Lafayette Special Collections Department also reserves the right to assess fees for the use of its material in non-commercial projects, in particular when use is deemed to be significant or extensive. Such fees are negotiated on a case-by-case basis and are intended to offset a small part of the Libraries' costs associated with processing, preserving, and public service of its manuscripts collections.
4. Use fees cover only the non-exclusive, one-time use for the purpose or project described above, unless otherwise indicated. They are to be paid in advance and are assessed in addition to any duplication costs. Subsequent requests for permission to quote or publish must be made in writing. A reuse fee may apply.
5. The following citation and/or credit line must be used:  
  
"Author (if available). Title (if available). Date created (if available). Box number, Folder number. Unique identifier and collection name. Archives name, Institutional affiliation, Location. Date accessed."
6. The UL Lafayette Special Collections Department requires that 2 complete copies of any Publication (in any medium) that make use of its materials be given to the Edith Garland Dupré Library for its collections.
7. The UL Lafayette Special Collections Department provides copies of its materials on a loan basis only and are subject to recall by the library. Copies, including microfilm, are not to be further reproduced, sold, shared, or given to another person, company, or institution for any purpose, without the written permission of the UL Lafayette Special Collections Department.
8. THE APPLICANT WILL DEFEND AND HOLD HARMLESS THE UL LAFAYETTE SPECIAL COLLECTIONS DEPARTMENT, THE EDITH GARLAND DUPRÉ LIBRARY, THE UNIVERSITY OF LOUISIANA AT LAFAYETTE, ITS BOARD OF SUPERVISORS, ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES INCLUDING ATTORNEYS' FEES INCURRED BY COPYRIGHT INFRINGEMENTS OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM USE OF SPECIAL COLLECTIONS MATERIALS.

**AGREEMENT:** I certify that the information provided by me herein is correct. Further, I have read, understand, and by my signature below, agree to abide by the rules, regulations and obligations as set forth by the UL Lafayette Special Collections Department's "Conditions Governing Publication of UL Lafayette Special Collections Materials." (A signed copy of this form will be returned to the applicant in acknowledgment of this agreement.)

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

#### **AUTHORIZATION FOR USE:**

To the extent that it has legal authority to do so, UL Lafayette hereby give its permission to publish the materials referenced herein to the applicant under the conditions and for the purpose described above. This permission does not imply that UL Lafayette controls the copyright to the manuscript or that the applicant should not secure other authorizations prior to use.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_