



# Application for Use of Photographic, Film or Image Reproduction

Indiana State Library  
140 N. Senate Ave.  
Indianapolis, IN 46204  
(866) 683-0008

**INSTRUCTIONS:**

1. Fill out the application completely.
2. Submit payment and signed application to the Indiana State Library (Checks should be made payable to the Indiana State Library)
3. Both payment, and the fully completed application must be submitted prior to using the Image (Permission to use the Image is not granted until payment is received and the application has been signed by Applicant and the Indiana State Library)

**NOTE: Information provided on this form is a public record**

Name of company or person requesting use of the image "Applicant"		Phone Number
Street Address		
City/State/Zip Code		
Name of person to receive notifications and invoices relating to this Application		Phone Number
Address for notifications and invoices		
City/State/Zip Code		
E-Mail Address		Date Requested
Name/Title of library work requested (the "Image")		Type/Format of Work (i.e. photograph, film segment, etc.)
<p><b>Intended Use:</b> Please attach a written statement describing the intended use of the Image including the name of the publication, exhibit, documentary, etc. in which the Image will appear; whether or not the Image will appear in advertisements for the publication, exhibit, documentary, etc.; the expected date of publication and estimated distribution of the Image; URL's for web publication, and any other pertinent information to detail your project.</p>		

*Permission to use the Image is granted for "one-time only" use in the manner specified in the "Intended Use" section above and/or on any additional pages submitted to this application, when applicable. Any subsequent or additional use (including but not limited to use in advertisements, marketing, reprints, dust jackets, murals, posters, note cards, second editions, special editions, editions in languages, digitalization, etc.) must be applied for in writing and are subject to additional use fees.*

*Proper and full credit must be given. The basic credit line is: COURTESY OF THE INDIANA STATE LIBRARY. When provided, negative numbers, photographers' names, and collection names must also be included in the credit. The credit line should appear directly adjacent to the Image, or as near to the Image as practicable.*

*One complimentary copy of the publication in which the Image appears shall be furnished to the Indiana State Library, if requested.*

*Changes made to the appearance of the original Image, such as cropping, superimposition, tinting, retouching, digital enhancement, etc. must be indicated in the accompanying caption or label.*

*In authorizing the publication of the Image as specified above, the Indiana State Library surrenders neither its own right to publish, nor its right to grant permission for others to publish. Applicant acknowledges that the Indiana State Library owns all right, title and interest in and to the Image and the Indiana State Library reserves unto itself all rights of every kind and nature except those specifically granted to Applicant herein.*

*This non-exclusive License to use the Image is granted only upon the occurrence of both of the following: (1) payment of the invoice; (2) receipt of the Application signed by both the Applicant and the Indiana State Library.*

*Possession of an image does not constitute permission to use it. The Indiana State Library reserves the right to decline permission to publishers and individuals who previously have not complied with our Use/License policies and/or upon request, refuse to provide more information about the proposed project.*

The below signatory represents that he/she is the Applicant, or is a representative of the Applicant, and is duly authorized to sign this Application on behalf of the Applicant. The below signatory further agrees that he/she has read the Application in its entirety, and on behalf of the Applicant agrees to the terms stated herein.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The Indiana State Library hereby grants one-time, non-exclusive rights to reproduce the Image requested for the Intended Use as described on the attached Exhibit. The rights hereby granted to the Applicant are non-transferrable by the Applicant.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_