

**University of South Alabama Archives
Use Request Form**

This form **must** be completed when reproductions of photos from our collections are requested for a commercial purpose.

1. Name (of individual, firm, company, institution, and/or organization where the photograph(s) will be displayed):

Address: _____

Phone: _____

Email: _____

2. Name (of individual, firm, company, institution, and/or organization purchasing photograph(s), if different from above):

Address: _____

Phone: _____

Email: _____

3. Describe, **in detail**, how and where, etc. the photo(s) will be used. **Please note that any additional or subsequent use requires our permission and may incur the payment of additional commercial use fees.**

4. We require that a credit line accompany the use of our images. The credit line **MUST BE EASILY VISIBLE AND IN A TYPEFACE AT LEAST AS LARGE AS ANY CAPTION INFORMATION. If caption information is not used or not provided, then the credit line MUST be easily read and seen.** For each image selected, USA Archives will provide the information to be used in the credit line.

____ USA Archives has approved your request and assessed the following use fee _____.

____ USA Archives has rejected your request for the following reason(s): _____

_____.

I agree to abide by the above rules and to only use USA Archives' images for the commercial purpose(s) described above. **SHOULD THE INDIVIDUAL, FIRM, COMPANY, INSTITUTION, AND/OR ORGANIZATION NAMED IN PARAGRAPH 1 ABOVE FAIL TO ADHERE TO PARAGRAPH 4, USA ARCHIVES RESERVES THE RIGHT TO INVOICE THE INDIVIDUAL, FIRM, COMPANY, INSTITUTION, AND/OR ORGANIZATION IN PARAGRAPH 1 FOR ANY DISCOUNTED USE FEE NOT ORIGINALLY PAID.**

Signed.* _____

Date_____

Witness _____

Date_____

*Proof of authorization may be required.

How to complete this form:

- 1) Fill in the information requested in paragraphs 1 and 2, including the name, address, phone, and email of both the entity who will display our images and the entity who will purchase our images, if different. In paragraph 1, list the business address where our images will be displayed.
- 2) Describe in paragraph 3 how our images will be used. Examples include “I am planning to take your images and have them blown up to 30" x 36" for use as a mural on the back wall of my restaurant,” or “I want to frame and hang your images in my husband’s law office lobby,” or “My company is going to use this image in a billboard advertising campaign.”
- 3) **Be sure to pay particular attention to paragraph 4. Payment of use fees in their entirety does not negate your responsibility to provide USA Archives with proper credit for the use of its images.**
- 4) Make a copy for your records.
- 5) Sign and date the form and mail it to the address below. Have someone witness the form, unless you would prefer that USA Archives act as the witness.
- 6) USA Archives will evaluate your request and return the form to you within two weeks.

Mailing Address:

USA Archives
USA Springhill Avenue
Room 0722
Mobile AL 36688