

**The Doy Leale McCall Rare Book and Manuscript Library
University of South Alabama
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, The McCall Library will provide the information to be used in the credit line.

____ The McCall Library has approved your request and assessed the following use fee _____.

____ The McCall Library has rejected your request for the following reason(s):

_____.

I agree to abide by the above rules and to only use The McCall Library's 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, THE MCCALL LIBRARY 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 The Doy Leale McCall Rare Book and Manuscript Library 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 The Doy Leale McCall Rare Book and Manuscript Library act as the witness.
- 6) The Doy Leale McCall Rare Book and Manuscript Library will evaluate your request and return the form to you within two weeks.

Mailing Address:

The Doy Leale McCall Rare Book and Manuscript Library
University of South Alabama
USA Springhill Avenue, Room 0722
Mobile, ALABAMA 36688-0002