I, the undersigned, request permission to use material from the Mahn Center for Archives and Special Collections at Ohio University Libraries and I agree to the following terms:

1. This agreement is for a one-time, non-exclusive use of material for publication, exhibition, documentary creation, or other purpose if the proposed use is specified and approved. The material provided will not be used for any publication, production, program, display, etc. other than the one cited in this agreement.

2. The material supplied will not be reproduced for any other reason except that of supplying additional copies for production requirements.

3. The material will not be released, distributed, or loaned to any other persons, departments, or agencies without the express written permission of the Mahn Center for Archives and Special Collections at Ohio University Libraries.

4. Staff reserve the right not to make copies if damage to material may result. Identification of the exact material to be duplicated is the responsibility of the requestor.

5. A complimentary copy of my finished program/publication is to be provided to the Mahn Center for Archives and Special Collections at Ohio University Libraries for internal reference purposes and verification of the proper attribution.

6. The copyright law of the U. S. (Title 17, United States Code) governs the making of reproductions of copyrighted material. Unless stated, the Mahn Center for Archives and Special Collections at Ohio University Libraries may not own the rights, or be able to grant rights for these items. I assume all responsibility for questions of copyright and invasion of privacy that may arise and by signing this agreement; I take on the responsibility of obtaining the sufficient rights to authorize the intended use.

7. This agreement covers the following material (staff complete and initial):
8. The Mahn Center for Archives and Special Collections at Ohio University Libraries is to be credited for providing the material as a public service. The credit line will read:

[Collection Name]  
[Unit Name, e.g. Mahn Center for Archives and Special Collections]  
Ohio University Libraries

Title and description of publication/production/program/exhibit:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(Signature of researcher, who represents that he/she, has the authority to bind this contract)

(Date)

(Printed Name)

(Representing)

(Complete address)

(Telephone number)

[Ohio University Libraries representative]  
Date
REPRODUCTION FEES

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fee for Ohio University students, staff, faculty, departments &amp; units</th>
<th>Fee for public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Scans</td>
<td>No charge for up to 20 scans, then $20.00 processing fee plus .25 cents per additional page</td>
<td>No charge for up to 5 scans, then $20.00 processing fee plus .25 cents per additional page</td>
</tr>
<tr>
<td>Hi-Resolution Scans</td>
<td>No charge for up to 5 scans, then $20.00 processing fee plus $5 per additional scan</td>
<td>$20.00 for the first scan/$5.00 for each additional scan</td>
</tr>
<tr>
<td>Film/Video/Audio</td>
<td>Available upon request</td>
<td>Available upon request</td>
</tr>
</tbody>
</table>

USE FEES*

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fee for Non-Profit or Ohio-based Business^</th>
<th>Fee for For-Profit, non-Ohio Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>$25.00/page</td>
<td>$75.00/page</td>
</tr>
<tr>
<td>Photograph</td>
<td>$25.00/image</td>
<td>$75.00/image</td>
</tr>
<tr>
<td>Film/Video/Audio</td>
<td>$100.00/minute</td>
<td>$200.00/minute</td>
</tr>
</tbody>
</table>

^Documentation of non-profit status or business location may be requested.

Last updated January 2013