

Museum of Art and Archaeology

University of Missouri-Columbia

520 S. 9th Street 1 Ellis Library Columbia, MO 65211 Phone (573) 882-5077

Image Use Request Form and Permission to Reproduce Images

Name	
A 11	
Address	
CityStateZip CodeCountry	
Phone () Fax ()	
Email address	
Order for Image(s):	
Accession no. Artist (if applicable)	
Title/Name of object	
Medium	
Specific view (if applicable)	
Image type (check one): Color Black & White	
(Images will be supplied in digital format).	
Intended use of image(s) (check one): Reproduction (see below) Stud	ıdy
ALL ORDERS MUST BE PREPAID (see no. 6 on page 2)	
Amount enclosed	
Reproduction Information: (check & fill out applicable media)	
Print media	
Title of publication/article	
Author's name (if not same as applicant)	
Date of scheduled publication	
Publisher	
Name of bulletin, periodical, or series (if applicable)	
Film/Video	
Title	
Date of scheduled completion/release	
Producer (Organization or Person)	
Other use (i.e. electronic-online or ebook, publicity, merchandise, etc.)	
Please specify:	
See agreement conditions on page 2.	
Signature of applicant/requestor	
Date	
(This section for Museum use only)	
Date application/order received Date approved	

Signature of Museum official

Please return completed form to the Museum Registrar. A countersigned copy will be returned to you upon approval by MAA. Note: If you need extra space to enter information, please type it in a Word document and send it along with this form.



Museum of Art and Archaeology, University of Missouri-Columbia

<u>Information regarding image orders and conditions governing permission to</u> reproduce (an) image(s) of artwork

- 1. All orders for images and applications to reproduce images must be in writing. The MAA order form must be signed by the applicant and countersigned by an MAA official, and all applicable fees must be paid, before the permission to reproduce becomes effective. Forms should be directed to the attention of the REGISTRAR. The form may be submitted electronically with an electronic signature or without the applicant's signature (must be followed by a signed paper copy before the order will be fulfilled).
- 2. Once granted, permission to reproduce may not be sold or transferred and is for one-time-use only, unless specified. Reprints, subsequent editions, or additional uses of any kind must be preceded by a new application and are not covered by the original permission and fees.
- 3. The image of the artwork must be reproduced in its entirety unless identified as a "detail." Superimposing type or other imagery upon the photograph, cropping the image, bleeding the image off the page, or printing the image on colored stock paper is prohibited without prior written permission from MAA.
- 4. The full credit line as provided by MAA must appear in the immediate proximity to the reproduction, or in the section of the publication devoted to acknowledgments or credits.

 MUSEUM OF ART AND ARCHAEOLOGY, UNIVERSITY OF MISSOURI
- 5. Unless otherwise agreed to by MAA, the *applicant* shall promptly send to the museum ONE copy, free-of-charge, of the publication or item in/on which the reproduction(s) appear(s). Send the copy to the REGISTRAR.
- 6. All applicable charges, in accordance with MAA's current schedule of fees, will apply. The museum does not supply images free-of-charge for consideration purposes. *Fees must be paid before photos will be supplied*. Fees are non-refundable.
- 7. In the case of applications where the intended use of an image is of a commercial nature, additional reproduction fees may apply.
- 8. Any applicant purchasing an image for study purposes only, who later decides to reproduce or publish it, must first secure written permission from the MAA. In this case, it is necessary to file a new application form.