

Layland Museum

201 N. Caddo St.
Cleburne, TX 76033

IMAGE REPRODUCTION REQUEST

The applicant agrees that reproduction permission, if granted, is subject to the conditions listed below.

Applicant Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Images Requested:

Reproduction will be used for:

Scholarly Purposes Explain: _____

Commercial Purposes Explain: _____

Personal Purposes Explain: _____

Publication

Use Request for the Publication/Article/Project:

Title: _____

Author/Creator: _____

Publisher: _____ Publication Date: _____

Image Requirements:

Color JPEG Print – Size _____

Black and White TIFF Other _____

CONDITIONS FOR REPRODUCTION PERMISSION

Permission to reproduce is dependent on full acceptance of the following conditions and is automatically revoked if any part is infringed.

1. Permission to reproduce works in the collection of the Layland Museum must be obtained in writing prior to publication.
 2. Reproductions must be made from photographic material supplied by the Layland Museum. A photography credit of, “**Courtesy of the Layland Museum, Cleburne, TX**” *must* be included within any form of use.
 3. Each image must be reproduced in its entirety without alteration, including cropping, bleeding off the page, overlapping, overprints, or change in color unless otherwise approved in advance by the Layland Museum. Any altered or detailed image must be labeled as “detail.”
 4. Rights to reproduce are non-exclusive and are granted for *one-time* use only as detailed on the application form. Any further revisions, editions or printings require a new application.
 5. Photographic materials and permission to reproduce **may not** be reissued, transferred, assigned, sold or otherwise disposed without written permission of the Layland Museum.
 6. If so requested, color proofs must be submitted to the Layland Museum for approval prior to publication. The Layland Museum reserves the right to deny reproduction if, after any correction, proofs are judged to be unsatisfactory.
 7. The Layland Museum can grant the permission requested only to the extent of its ownership of the rights relating to the request. Certain works of art as well as the photographs of those works of art may be protected by copyright, trademark, or related interests not owned by the Layland Museum. The responsibility for ascertaining whether any such rights exist, and for obtaining all other necessary permissions, remains with the applicant. The Layland Museum assumes no responsibility for any royalties or fees claimed by the artist or on the artist’s behalf.
 - 8. A *gratis* copy of the publication in which the image is reproduced must be sent on the publishing date to the Layland Museum.**
 9. Reproduction permission fees may be waived only if use is within the context of original scholarly research in a non-profit publication.
 10. Application for permission to reproduce works of art in a non-editorial* format must be accompanied by a layout sketch and/or samples of a similar project; a full description of the proposed use of the reproduction, including the context in which the reproduction will be used; retail and wholesale prices; and details of intended distribution. The museum reserves the right to refuse any proposal that conflicts with or does not meet the standards of its own product development. Compensation is determined on a case by case basis at the discretion of the museum.
- *Non-editorial use includes advertising or use in a promotional context, or as an integral part of commercial product such as posters, calendars, note cards, book jackets, record album covers, address books, photo albums, diaries, etc.
11. Any unauthorized use by any person or entity, for any reason, will render applicant responsible and liable to the museum for appropriate compensation and other costs, regardless of whether applicant has profited or is responsible for such unauthorized use.

I have read the conditions for reproduction permission and accept them.

Name: _____ Title/Organization: _____

Signature: _____ Date: _____