

Request for Permission to Publish

Applicant Informatio	n:				
Name and Title:					_Date:
Company/Institution:_					
Address:					
City, State, Postal Co	de, and Country	/:			
Telephone:				Email:	
Please fill out Image F image preparation or	•	n addition to this	Request for Perm	iission to Publish	form) in order to request
Description of Media	Scholarly Thesis/Disse Inside of Boo Electronic Bo	 Non-Profit	Promotional Scholarly Pres Irnal	Commercia	Non-Commercial Website/Internet /Magazine/Journal n/Video
Publication Details:					
Title of Publication:					
Names of Author(s)/P	roducer(s):				
Publisher/Agency/Cha	annel/Network:				
Website URL:					
Anticipated Date of Pu	ublication:		Print Run:	Up to 5,000	Over 5,000

Reproduction Use Fee Schedule:

Reproduction use fees are in addition to any applicable image preparation and duplication fees. Only checks or cash accepted. Invoice will be sent upon receipt and approval of this form.

Non-Commercial Scholarly Presentations and Publications (print runs up to 5,000):

The SNM may elect to waive the publication fee for scholarly, promotional, or other educational presentations and publications. Preparation fees may still apply for image duplication and new photography.

Commercial Publications and Non-Commercial Publications (print runs over 5,000):	

	Scholarly/Non-Profit Use	Commercial Use	
	Print Runs Over 5,000	Print Runs Up To 5,000	Print Runs Over 5,000
Inside of Book/Magazine/Journal	\$50	\$100	\$150
Cover of Book/Magazine/Journal	\$100	\$200	\$300
Electronic Book/Electronic Journal	\$25	\$50	\$75
Television/Film/Video	\$50	\$100	\$150
Other Multimedia (Software, CD, etc.)*	\$50	\$100	\$150
Website/Internet*, **	\$25	\$150	
Exhibit (Non Web-Based)	Quote available	Quote available	

*Licensed materials must be protected from unauthorized downloading, transferring, copying, and manipulation of content.

**Image use on a website is limited to 3 years. An extension for approval of use may be granted upon receipt of a new request.

Conditions of Use:

- Approval will only be granted for one-time, non-exclusive use, in a single edition. Further editions or additional use rights require new permissions.
- All published photographs must carry the credit line "Sam Noble Oklahoma Museum of Natural History, the University of Oklahoma". The SNM may request that additional information (such as catalog number and object/specimen name) be present in the credit line. For publication on a website, a Creative Commons Attribution-NonCommercial license may be required.
- The SNM requests one gratis copy of any publication that includes an SNM image.
- No image may be modified in any way without prior written permission from the SNM, including but not limited to: rotation, inversion, change of proportion, color alteration, superimposition, animation, cartooning, removal of blemishes or inscriptions, or in any other way.
- Use of a specific detail must be approved by the SNM in writing in advance and the caption must note that a detail has been used.
- Images of SNM objects and specimens must not be used to assert or imply that the SNM or the University of Oklahoma endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these images.
- Authorization is given only by receipt of this counter-signed form after the form has been approved, an invoice sent to the requestor, and full payment received. Requests may take up to 2 months to process.

I hereby agree to use the images listed above only for the purpose for which they were requested. I understand that fees may be charged per the Image Request and Reproduction Use Fee Schedules. I agree to the Conditions of Use.

Requestor Signature: Date:

Upon signature by the Sam Noble Museum and receipt of applicable fees, the Sam Noble Museum grants approval only for the one-time, non-exclusive use of these images in the listed publication.

Title:_____

Office Use Only	
Date request form received:	Request # assigned by Registrar:
Fee charged (amount):	Fee waived:
Invoice date:	Payment date:
Permission form approved:	Permission form not approved:
Date copy of publication received:	