

# STILL IMAGE REQUEST FORM

National Cowboy & Western Heritage Museum  
Donald C. & Elizabeth M. Dickinson Research Center  
1700 NE 63rd Street  
Oklahoma City, OK 73111

Job # \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Fax forms to: (405) 478-6421  
Email:  
askarchives@nationalcowboymuseum.org

\_\_\_\_\_  
Name Institution/Company

\_\_\_\_\_  
Mailing Address City/town State Zip

\_\_\_\_\_  
Telephone # Fax # E-mail

<u>Images Requested</u> ( <i>attach list if needed</i> )	<u>Negative #</u>	<u>Print Size/Format</u>	<u>Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Shipping	_____
		Total	_____

**Use of Materials:**  
**Credit line should read:**  
© Dickinson Research Center, National Cowboy & Western Heritage Museum, Oklahoma City, Oklahoma.

**Reproduction rights, if given, are for one time, one edition only. Credit must be given for each image. National Cowboy & Western Heritage Museum is to receive a complimentary copy of the resulting publication.**

- \_\_\_\_\_ Materials will be used for publication. (*Please fill out sections 1 and 2, and sign on the next page.*)
- \_\_\_\_\_ Materials will be used for personal/study purposes only. (*Please sign below.*)

I understand that the materials listed above are expected to be used for personal, educational or academic purposes (e.g., study, teaching), and may not be published, redistributed, reproduced, modified or otherwise used for personal or corporate gain without the Museum's prior written consent. In all uses, the Museum must be acknowledged and the above credit line must be included.

\_\_\_\_\_  
Signature Date

1. **Category of Use:** (please circle)      First-time use      Re-use

**PRINT:**

(Please circle): Scholarly book    Journal    Catalogue    Exhibition    Popular book/Magazine    Textbook    Other \_\_\_\_

Author: \_\_\_\_\_

Editor: \_\_\_\_\_

Publisher: \_\_\_\_\_

Article/Section Title: \_\_\_\_\_

**2. Publication Information:**

Title (book, exhibition, website, etc.): \_\_\_\_\_

Publication/Distribution Date: \_\_\_\_\_

Print Run/No. of Units: \_\_\_\_\_ List Price: \_\_\_\_\_

Frequency/Circulation: \_\_\_\_\_ Time Period: \_\_\_\_\_

Rights Requested:

North American, English

One country, one language

Worldwide, one language

Other: \_\_\_\_\_

Reproduction Size (*please circle*): Cover; Spread; Full page; 1/2 page; 1/4 page or spot; Other: \_\_\_\_\_

**FILM, DVD, TELEVISION:**

Producer(s) Names: \_\_\_\_\_

Channel/Networks: \_\_\_\_\_ Airing date(s)/time(s): \_\_\_\_\_

Length of Program: \_\_\_\_\_ Length of time Dickinson Research Center material will appear: \_\_\_\_\_

**ELECTRONIC:** (please circle)    CD-ROM      Website      Other: \_\_\_\_\_

*Provide CD-ROM title or Website URL:* \_\_\_\_\_

Length of time Dickinson Research Center material will appear on website: \_\_\_\_\_

Permission to reproduce is conditioned upon unequivocal acceptance of the following regulations. Any breach of these terms and conditions will automatically result, at the sole discretion of National Cowboy & Western Heritage Museum, in revocation of permission to reproduce.

1. Image information and credit lines must appear with each reproduction, unless otherwise specified.
2. The image used for reproduction, and the way in which it is reproduced, must be approved by the National Cowboy & Western Heritage Museum. In particular, type may not be superimposed on the image. If a detail of the image is shown, it must be clearly marked as such.
3. The National Cowboy & Western Heritage Museum reserves the rights, at its sole discretion, to refuse permission for further applications from a publisher or other applicant, if, in its opinion, the standard of reproduction has not been of acceptable quality.
4. The National Cowboy & Western Heritage 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 institution. The responsibility for ascertaining whether any such rights exist, and for obtaining all other necessary permissions, remains with the applicant.
5. The National Cowboy & Western Heritage Museum assumes no responsibility for claims against the applicant(s) or the institution by third parties (including the artists, their agents, or estates). Applicants agree to indemnify the National Cowboy & Western Heritage Museum and hold it harmless against any and all such claims and costs, including copyright infringement claims arising out of applicant's reproduction of the image(s) in question.

The National Cowboy & Western Heritage Museum grants the one-time nonexclusive right to the undersigned Licensee to reproduce the materials indicated in this agreement for the usage indicated herein. The granting of rights is contingent on the payment of all fees. Payment in advance of publication or production is required. By signing this form, the Licensee confirms the accuracy of the above representations and agrees to comply with the terms of this document, and any additional terms attached to this form by National Cowboy & Western Heritage Museum. If the request is approved, a fully executed copy of this agreement will be returned to the Licensee.

*I have read and understood this agreement and accept its terms and conditions.*

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

*For National Cowboy & Western Heritage Museum:*

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_