



A place of world arts + cultures

Audrey & Harry Hawthorn Library & Archives, UBC Museum of Anthropology

Application for Use of Images and Archival Materials

Please direct all publication and reproduction requests to the Research Manager at archives@moa.ubc.ca.
phone 604-822-4834 | fax 604.822.2974 | mail 6393 NW Marine Drive, Vancouver, BC V6T 1Z2

Requests will take approximately two to three weeks to process.

Date Requested _____ **Date Required** _____

Name _____ **Affiliation** _____

Email _____ **Address** _____

Phone _____ **Fax** _____

1. Materials requested: Specify the MOA Object or Archives ID number(s) including fonds or collection when applicable and/or give a detailed description to provide as much information as possible.

2. Intended use: Provide a detailed description of where and how the MOA object or image will be published or reproduced including the size of the print run, if the image will be used on the cover, and the type of online use including website address. Attach additional pages as necessary.

Fees to be paid in Canadian funds including tax when applicable by Visa, Mastercard, cheque, bank draft or money order upon receipt of invoice:

Use of Image/Object in Print Publication < 5,000 copies	\$100.00 per object, per use
Use of Image/Object in Print Publication > 5,000 copies	\$200.00 per object, per use
Front Cover of Publication	\$200.00 per object, per use
Electronic Use of Image/Object	\$150.00 per object, per use
Use of Personal Images of MOA Objects	half the respective rate above

Costs in addition to use fees:

Supervision and/or movement of objects \$75.00 per hour (minimum 2 hours)
Photography by contract photographer \$75.00 per hour

Request for New Object Photographs

A new digital image of a MOA object may be requested. However, MOA reserves the right to reject proposals that do not fall within its mandate, jeopardize the safety of the collections, or for which MOA does not have adequate staff resources or equipment. To request new object photographs contact: objects@moa.ubc.ca or call 604-827-4409 **3 weeks** prior to your deadline.

Conditions Governing Use

MOA restricts the use of its images for commercial purposes. Permission is granted for one-time use only and reproduction is limited to the uses approved in this application. Images of objects, people or settings may not be cropped or altered in any way without permission. MOA reserves the right to reject proposals that do not fall within its mandate; subject the collections or the cultures from which they come to misrepresentation or disrespect; or involve objects deemed to be sacred. The MOA does not hold copyright to all materials in its possession. In cases where MOA does not hold full copyright, it is the responsibility of the applicant to obtain permission and to pay any fees to the copyright holder. In photographs with identifiable people, it is the responsibility of the applicant to obtain written permission to reproduce the image from those individuals. Depending on the nature of the request and the object(s) selected, MOA may also require the applicant to seek permission from the originating community. One copy of the product or publication in which the reproduction is included must be provided to MOA when feasible.

Credit

All images must be identified as specified by MOA, including the phrase **“Courtesy of UBC Museum of Anthropology, Vancouver, Canada.”** When known, the fonds, collection, photographer, and archival or object ID# must also be acknowledged.

Agreement

Sign and return by fax or email at least two weeks prior to desired delivery of digital image(s) or object(s).

Applicant signature _____ Date _____

APPLICATION APPROVAL

This application is approved as per the use and terms outlined in the agreement.

Authorized Signature

Date

Please retain one copy of this form for your records. Return one copy to:

Audrey & Harry Hawthorn Library & Archives

Museum of Anthropology

University of British Columbia

6393 NW Marine Drive

Vancouver, BC, Canada V6T 1Z2

phone 604-822-4834 | fax 604-822-2974

archives@moa.ubc.ca