

**UBC MUSEUM OF ANTHROPOLOGY
IMAGE REPRODUCTION (DIGITAL) APPLICATION FORM**

Please fill out the form below and direct all requests for use of an existing MOA image to info@moa.ubc.ca. Please allow adequate time for your request to be processed (minimum 2 weeks for straightforward image requests, whereas online licencing permissions may require several months to process).

Date _____ Name _____

Affiliation _____

Address _____

Telephone _____ Fax _____

Email _____

1. Please specify the MOA object identification number(s) or give a very detailed description of the MOA image(s) or object image(s) requested:

1b. Indicate where the image(s) will be reproduced: e.g., print, name of publication, website or other intended use.

2. Provide a detailed description of how the image(s) will be used, including the size of the publication run, if the image is to be used on the cover, or the type of online use (incl. website address):

2b Requested date to receive images: (not approved until this form is co-signed by Museum staff and returned to requestor) _____

Fees to be paid (Cdn funds) by Visa, Mastercard, cheque, bank draft or money order upon receipt of invoice.

Cost per MOA object digital image (one time use, per image):

Print publication, under 5,000 copies	\$100.00 per use + tax
Front cover of publication	\$200.00 per use + tax
Print publication, over 5,000 copies	\$200.00 per use + tax
Online publication	\$150.00 per use + tax

Conditions Governing Use

MOA restricts the use of its images for commercial purposes. Permission is granted for one-time non-exclusive use only and reproduction is limited to what has been approved specifically in the application. Images of objects may not be cropped or altered in any way that distorts or misrepresents the object. Payment of usage or duplicating fees does not constitute purchase of an image or photograph. 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. MOA has copyright to most of the objects in the collection. However, in cases where the Museum does not hold full copyright, it is the responsibility of the applicant to obtain permission and to pay any fees to all other copyright holders. MOA may also require the applicant to seek permission from the originating community, depending on the nature of the request and the object(s) selected. Online use requires MOA copyright acknowledgement and the credit information, as follows.

Credit

All images must be identified as specified by MOA, including the phrase ***Courtesy UBC Museum of Anthropology, Vancouver, Canada***. Where known, the artist, photographer, and object ID # must also be acknowledged.

TWO WEEKS PRIOR TO DESIRED DELIVERY OF EXISTING IMAGE(S) sign and return this form by email to info@moa.ubc.ca or fax to 604.822.2974, Attention: "Image Reproduction Application"

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 deadline.

Costs, in addition to use fees:

Supervision and/or movement of objects	\$60.00 per hour (min 2 hrs) + tax
Photography by contract photographer	\$60.00 per hour + tax

Agreement:

Applicant signature: _____ Date: _____

MOA staff signature: _____ Date: _____