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):

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Print publication, under 5,000 copies</td>
<td>$100.00 per use + tax</td>
</tr>
<tr>
<td>Front cover of publication</td>
<td>$200.00 per use + tax</td>
</tr>
<tr>
<td>Print publication, over 5,000 copies</td>
<td>$200.00 per use + tax</td>
</tr>
<tr>
<td>Online publication</td>
<td>$150.00 per use + tax</td>
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</table>
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: ______________________________

UBC Museum of Anthropology, 6393 N.W. Marine Drive, Vancouver, B.C. V6T 1Z2 www.moa.ubc.ca