

# **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 <a href="mailto:archives@moa.ubc.ca">archives@moa.ubc.ca</a>.

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	AffiliationAddress	
Name		
Materials requested: Specify the MOA if known and/or give a detailed descripti		
Intended use: Provide a detailed desc published or reproduced including the s the type of online use including website	ize of the print run	if the image will be used on the cover, and
Fees to be paid in Canadian funds in	cluding tax when	applicable by Visa, Mastercard, cheque,
bank draft or money order upon rece	_	apphousio sy viou, maotoroara, orioquo,
Use of Image/Object in Print Publication Use of Image/Object in Print Publication Front Cover of Publication Electronic Use of Image/Object Use of Personal Images of MOA Object	n > 5,000 copies	\$100.00 per object, per use \$200.00 per object, per use \$200.00 per object, per use \$150.00 per object, per use 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: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
APPLIC	CATION APPROVAL
This application is approved as p	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

Your personal information is collected under the authority of section 26 (c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for internal administrative purposes to document our researchers. Questions about the collection of this information may be directed to the MOA Research Manager and/or to archives@moa.ubc.ca.