



LICENSING APPLICATION FORM

- Cuban Heritage Collection Special Collections
 University Archives Other

PERSONAL INFORMATION

Date:	Name:		
Address:			
Phone:	Fax:	E-mail:	

USE INFORMATION

Personal Book Exhibition Catalog CD/DVD Journal/Magazine/Newspaper Brochure
 Flyer Newsletter Poster Television Broadcast & Film Exhibition Unlimited Promotional Use

Release Date:	Duration (Exhibition only):
Title of Project:	
Author/Creator of Project:	
Publisher/Producer:	

ITEM(S) TO BE PUBLISHED

Image File Name	Description	Use Fee(s)
Total Fees		

DELIVERY OPTIONS

FORMAT <input type="checkbox"/> Reproduction previously obtained, permission only required <input type="checkbox"/> High-res JPEG file <input type="checkbox"/> High-res TIFF file	SERVICE <input type="checkbox"/> Regular <input type="checkbox"/> Rush (additional \$30.00/image)
DELIVERY <input type="checkbox"/> Call for pickup <input type="checkbox"/> HTTP download <input type="checkbox"/> U.S. mail (\$10.00 fee) <input type="checkbox"/> Air mail (\$20.00 fee) <input type="checkbox"/> Federal Express: Client's Fed Ex account no. required for delivery: _____	

PAYMENT

COPY DELIVERED: <input type="checkbox"/> In-State <input type="checkbox"/> Out-of-State	RECEIVED DATE:	RECEIVED BY:	TOTAL DUE:
PAYMENT TYPE: <input type="checkbox"/> Cash <input type="checkbox"/> Check, Money Order, IDR #: _____ <input type="checkbox"/> Visa/MC <input type="checkbox"/> AmEx Account #: _____ Exp Date: _____			

WARNING CONCERNING COPYRIGHT RESTRICTIONS
 The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a reproduction. One of these specified conditions is that the reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a person later uses a reproduction for purposes in excess of "fair use", that person may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

My signature below certifies that I have read the rules and regulations governing the publication of materials from the University of Miami Libraries and that I will abide by these statements.

Signature of Applicant	Print Name	Date
Authorizing Signature	Print Name	Date

Licensing Regulations

The collections of the University of Miami Libraries, which include materials from the **Cuban Heritage Collection, Special Collections, University Archives, the Libraries'** general holdings, and digitized resources and digital collections, are sometimes available for non-commercial educational purposes and to promote scholarship. Some materials in these collections may be protected by the U.S. Copyright Act and/or by the copyright or neighboring-rights laws of other nations. With regard to copyright, copies of these materials are provided under the authority of Section 107 of the U.S. Copyright Act which provides for fair use.

It is the patron's obligation to determine and satisfy copyright or other use restrictions when reproducing materials from the University of Miami Libraries' special collections units.

In addition to copyright, some materials presented in these collections may be subject to the terms of gift or purchase agreements, donor restrictions, publicity rights, privacy rights, licensing and trademarks. When reproductions are requested, these conditions plus the size and condition of all materials are evaluated. Requests for reproductions may be denied if such work would damage the materials to be copied or infringe on other restrictions. The Libraries reserve the right to limit the number of items to be reproduced or to decline to make a reproduction of any particular item with or without cause.

If rights-related information is available in the Libraries' records, it has been included with the copy. For most items, it has not been possible to identify the legal status. This is a common challenge in ascertaining the legal rights that may exist in museum, library, or archival collections. Legislation has been proposed to address this concern of so-called "orphan" works. The US Copyright Office has published a comprehensive paper on the subject at www.copyright.gov/orphan.

1. Permission to use materials requires the requestor to complete the **Licensing Application Form** and to receive signed approval from an authorized Libraries representative. The applicant agrees to pay a fee for the Libraries' service in making reproductions according to the **Fee Schedule**.
2. The Libraries do not grant exclusive publication rights. By giving permission to use a reproduction, the Libraries do not surrender their own rights. Applicants agree not to sell, donate, transfer, or otherwise use materials approved for publication for any other purpose. Also note that usage rights are offered for a single edition. Usage rights for future editions or translations must be obtained from the Libraries authorized representative.
3. The applicant expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify, and hold the University of Miami and its Trustees harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with the uses which the signer makes or suffers or permits to be made of the materials identified on the **Licensing Application Form**.
4. **All uses must include an appropriate repository credit line:**

Courtesy of the University of Miami Libraries, Coral Gables, Florida

Courtesy of the Cuban Heritage Collection, University of Miami Libraries, Coral Gables, Florida

Courtesy of Special Collections, University of Miami Libraries, Coral Gables, Florida

Courtesy of the University Archives, University of Miami Libraries, Coral Gables, Florida

University of Miami Libraries PO Box 248214 Coral Gables, FL 33124-0320 305-284-3551 Fax: 305-284-4027 http://library.miami.edu	Cuban Heritage Collection 305-284-4900 Fax: 305-284-4901 chc@miami.edu	Special Collections 305-284-3247 Fax: 305-284-4027 asc.library@miami.edu	University Archives 305-284-3247 Fax: 305-284-4027 asc.library@miami.edu
--	---	---	---



Fee Schedule

(Revised 10/27/2011)

Personal, Research, Teaching, and Learning Use (including University of Miami Faculty, Students, and Staff) <i>No publication or other uses permitted. Limit of 20 copies per person per day.</i>		
Personal digital photography (with no flash or external lighting)	Free	
Black-and-white photocopies or PDF scans	\$0.25	per page
Color photocopies or PDF scans	\$1.00	per page
High-resolution JPEG or TIFF reproduction (by special request only)	\$25.00	per image

Publication & Other Uses <i>It is the patron's obligation to determine and satisfy copyright or other use restrictions.</i>				
The fees listed below include:				
<ul style="list-style-type: none"> • Obtaining a high-resolution JPEG or TIFF reproduction • Permission from the UM Libraries to use an image 				
Use Fees for: Books, Exhibition Catalogs, CDs, DVDs, Journals, Magazines, Newspapers, Brochures, Flyers, Newsletters, and Posters				
	University & Non-Profit Presses		Commercial Publishers & Organizations	
Purpose	Existing Scan	New Scan	Existing Scan	New Scan
Print Only	\$25.00	\$55.00	\$50.00	\$80.00
Electronic Only	\$25.00	\$55.00	\$50.00	\$80.00
Both (Print and Electronic)	\$50.00	\$80.00	\$100.00	\$150.00
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use is in addition to other applicable use fees as noted above.				
Use Fees for: Television Broadcast & Film				
Purpose	Existing Scan		New Scan	
Public Television	\$50.00		\$80.00	
Documentary Film	\$50.00		\$80.00	
Commercial Television	\$100.00		\$150.00	
Feature Film	\$400.00		\$450.00	
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use is in addition to other applicable use fees as noted above.				
Physical and Digital Exhibitions				
Purpose	Non-Profit Organizations		Commercial Organizations	
Temporary	\$50.00		\$100.00	
Traveling	\$75.00		\$150.00	
Permanent	\$100.00		\$200.00	
Unlimited Promotional Use*	\$200.00		\$400.00	
* Cost for Unlimited Promotional Use is in addition to other applicable use fees as noted above.				



Fee Schedule

(Revised 10/27/2011)

It is the patron's obligation to determine and satisfy copyright or other use restrictions when reproducing materials from the University of Miami Libraries' special collections units.

In addition to copyright, some materials presented in these collections may be subject to the terms of gift or purchase agreements, donor restrictions, publicity rights, privacy rights, licensing and trademarks.

When reproductions are requested, these conditions, the size, and the condition of all materials are evaluated. Requests for reproductions may be denied if such work would damage the materials to be copied or infringe on other restrictions. The Libraries reserve the right to limit the number of items to be reproduced or to decline to make a reproduction of any particular item with or without cause.

Personal, Research, Teaching, and Learning Use

- Reproductions (PDF scans or photocopies) in black and white or color are available for personal, research, teaching, and learning use. Users are allowed a maximum of 20 copies a day per person.
- Researchers are allowed to use personal digital photography for free to create reproductions subject to all of the Libraries' terms and conditions. Personal digital photography is permitted only for personal, research, teaching, and learning purposes. The resulting images cannot be transferred to others, further reproduced, published, or displayed without the express written permission of the rights holder. **Flash or external lights are not allowed.**

Publication and Other Uses

- Reproductions will be made only for non-commercial educational purposes.
- Fees include a high-resolution JPEG or TIFF reproduction.
- For existing reproductions, the turnaround time is five business days.
- For items requiring new reproduction, the turnaround time is two weeks.
- Rush service is available for a surcharge of \$30.00 per image with a turnaround time of five business days.

Delivery and Payment

- The Libraries preferred method of delivery is by HTTP download.
- Postage fees are \$10.00 for U.S. addresses and \$20.00 for foreign delivery. If the client provides us with an account number, CDs can be sent by FedEx.
- The library is not responsible for lost packages sent via U.S. or international air mail.
- Prepayment is required. We accept cash, money orders and checks for all orders, Visa, MasterCard, and American Express.

All uses must include an appropriate repository credit line:

Courtesy of the Cuban Heritage Collection, University of Miami Libraries, Coral Gables, Florida

Courtesy of Special Collections, University of Miami Libraries, Coral Gables, Florida

Courtesy of the University Archives, University of Miami Libraries, Coral Gables, Florida

Courtesy of the University of Miami Libraries, Coral Gables, Florida

PO Box 248214
Coral Gables, Florida 33124-0320
<http://www.library.miami.edu/>