

**PERMISSION TO REPRODUCE ARCHIVAL MATERIALS
RESEARCH AGREEMENT**

All researchers using the resources in the DuSable Museum of African American History Archives and Special Collections must complete this form. The information is used by staff to assist you in your research, to compile statistics, and to provide for the security of the collections. **Please print clearly.**

Date of Request: _____

Requester's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ (Primary)

_____ (Secondary)

Form of Identification (Submitted at time of visit or scanned):

Institutional Affiliation (if any): _____

Job Title/Role: _____

Academic Status (if any): Undergrad: 1styr____ 2ndyr____ 3rdyr____ 4thyr____ Other:____

Graduate Student_____ Faculty_____ Staff_____

Subject of Research: _____

How did you learn about our holdings? _____

Research Purpose (Check all that apply):

- Class Project
- Dissertation
- Thesis
- Administrative Use
- Exhibition
- Educational Program
- Other (please specify)_____

INTENDED USE

I am seeking permission for reproduction of the following work(s) from the archival collections of the DuSable Museum of African American History:

Title of image/object/archival collection (continue on separate sheet if necessary):

Artists' Name/Collection Title/Accession Number:

Requests permission to publish DuSable Museum Archives and Special Collection archival materials in the following (check all that apply):

- Book
 - print or electronic book (interior)
 - print or electronic journal (interior)
 - print or electronic book/journal (cover)
 - print or electronic journal (cover)
 - Other (specify): _____
- Media Production
 - television broadcast
 - film
 - video
 - Other (specify): _____
- Exhibition, Educational Program, Archival Program
 - Specify type (Ex: Digital, etc.):

 - Specify duration:

- Website, App, or Digital Project
 - Specify use:

- Print or electronic advertising/promotion

- Specify use:

- Research only

- Specify use:

- Other (Provide detailed description):

Please complete the following to provide information regarding the proposed publication, exhibition, program or project:

Title:

Date(s) of publication, release, exhibition, broadcast, etc.:

URL:

Author(s):

Publisher/Producer(s):

Print run (if applicable):

Number of copies to be produced:

Please describe the intended use in further detail (if need be):

Size and format requirements:

Material(s) Requested (Indicate description: Name of Collection, Box#, Series#, Folder#, List Contents).

Please provide a complete description for the purpose of your request:

NOTE ON COPYRIGHT

The DuSable Museum of African American History provides copies of materials to facilitate private study, scholarship, and research. You are welcome to use materials in our collections that are in the public domain and to make fair use of copyrighted materials as defined by the Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code.

The copyright law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

CITATION

When quoting material from the DuSable Museum of African American History Archives and Special Collections the citation is to read:

Courtesy of the DuSable Museum of African American History.

Archival Collection Title (Last Name, First Name, Papers/Collection), [Box #, Folder #], DuSable Museum of African American History Archives and Special Collections, DuSable Museum of African American History

All publication of the DuSable Museum of African American History Archives and Special Collections materials must include the following credit line:

DuSable Museum of African American History, Chicago, Illinois

SIGNATURE

I have read the above notice governing use and the copyright notice. I understand that this form must be signed and returned to the Museum before processing begins.

Signature: _____

Print Name: _____

Date: _____

Authorized DuSable Museum Employee (Print Name): _____

Authorized DuSable Museum Employee (Signature): _____

Permission (Office Use Only)

The DuSable Museum of African American History hereby grants the requester permission for one-time use of the image(s) described above.

DuSable Museum representative (signature):

DuSable Museum representative (print name):

DuSable Museum representative title:

FEE SCHEDULE

The DuSable Museum of African American History reserves the right to charge fees differing from those described in the fee schedule below, as well as additional fees for rush orders.

Production Fees:

Product:	Production Fee:
B&W photocopy on office paper	25 cents per page
Color copy on office paper	50 cents per page
Low-resolution digital image file	\$10 per image
Publication-quality digital image file	\$20 per image
5" x 7" print	\$20 per image
Larger prints	Please inquire with Museum

Use Fees:

Type of use:	Personal/Non-Profit	For-Profit Organization
Exhibition/display	\$50	\$150
Web-based exhibition or digital project (up to 5 years per year)	\$50	\$100
Publication: single inside use (print run of under 10,000)	\$50	\$100
Publication: single cover use (print run of under 10,000)	\$100	\$200
Publication: print runs of over 10,000	Please inquire with Museum	Please inquire with Museum
Print ad	\$100	\$200
Television	\$75 (local/public TV)	\$150 (commercial TV)
Publication: dissertation or thesis	Free	N/A
Event or presentation	Free	\$10
Film/DVD	\$75	\$150

Conditions for Use of Images from the DuSable Museum of African American History

1. Requester may not proceed with use of image until an authorized representative of the DuSable Museum has granted permission in writing, and until any and all applicable fees (as determined by the DuSable Museum) have been paid in full.
2. Requests are generally processed within one month of receipt, although the timeframe may vary depending upon the nature of the request, accessibility of materials, and staff availability. Rush requests will be considered on a case-by-case basis. Additional fees may apply.
3. The Museum reserves the right to refuse a reproduction request for any reason, including but not limited to: materials currently on display, materials in poor condition, materials lacking sufficient documentation.
4. Images must be produced unaltered and in their entirety unless The DuSable Museum of African American History has agreed otherwise in writing.
5. Requester must use the following credit line: *Courtesy of the DuSable Museum of African American History*. The credit line must be clearly legible and must be clearly associated with the image. The DuSable Museum may require additional information to be included in the credit line.
6. The requester must pay for any shipping or media costs (e.g., flash drive or CD) incurred by the request.
7. Reproduction rights are granted on a non-exclusive basis for one usage only. Additional permissions are needed for publication in subsequent editions, reprints, or related projects.
8. Requester agrees to provide two (2) copies of any published work using this image to the DuSable Museum of African American History free of charge.

Contact Information:

Skyla S. Hearn, MLIS
Chief Archivist and Special Collections Librarian
DuSable Museum of African American History
740 East 56th Place
Chicago, Illinois 60637
773-947-0600 (Phone), Ext. 247
773-947-0677 (Fax)
shearn@dusablemuseum.org