

APPLICATION FOR PERMISSION TO PUBLISH, QUOTE, BROADCAST, EXHIBIT, OR PERFORM

I. CONTACT INFORMATION

Name _____ Institution/Company _____

Address _____

Phone _____ Fax _____ email _____

II. PUBLICATION INFORMATION

Type: ☐ Book ☐ Article ☐ M.A. Thesis ☐ Ph.D Dissertation ☐ Electronic Publication (WWW, CD)
☐ Documentary film ☐ Theatrical Motion Picture ☐ News broadcast ☐ Exhibit/Display
☐ Other (describe) _____

Author/Producer/Curator: _____

Title of work: _____

Publisher/Production Co./Journal/Site: _____

Expected Date(s) of Publication/Broadcast/Exhibit/Performance: _____

Placement: _____ Jacket/Cover _____ Interior _____ Other _____

Edition: _____ First edition _____ Reuse _____

⇒ **On the reverse please describe items you wish to use in Section IV.**

III. CONDITIONS:

- * The purchase of a reproduction of a work does not in itself carry the right to publish, quote, broadcast, exhibit or perform that work. Permissions to use unique or unpublished materials held by MARBL in these ways must be requested in writing. The applicant agrees to abide by the terms and conditions established by MARBL.
- * If the work is still under copyright, and if the copyright is not held by Emory University, the requestor must seek permission from the current copyright holder. The applicant agrees to assume full responsibility and any attendant liability for complying with U.S. copyright laws and other rights of third parties, and agrees to hold Emory University harmless from and against all damages and claims.
- * Permission is for a one-time use only with nonexclusive worldwide rights in all languages in the medium and format stated in this application. Permission is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission from MARBL.
- * Commercial applicants must pay the publication fee(s) in advance of receiving written permission to publish. (See **Section V** on the reverse)
- * The applicant agrees to credit all works as follows: [identification of items, title of collection,] Manuscript, Archives, and Rare Book Library, Emory University
- * MARBL reserves the right to refuse to grant permission to publish.

⇒ **Signature of applicant** _____ **Date** _____

FOR MARBL STAFF USE ONLY

Publication fees: _____ waived \$ _____ paid on _____

Permission **granted** by: _____ Date: _____

Permission **denied** by: _____ Date: _____

- | | |
|---|--|
| ☐ additional permission required from estate or owner of copyright | ☐ insufficient description of materials |
| ☐ insufficient description of project | ☐ insufficient citation ☐ please revise and resubmit |

IV. DESCRIPTION OF MATERIAL(S) TO BE USED

Please describe items to be used and which parts or sections of the items will be used or quoted from. If you wish to reprint the entire item, please note that explicitly. Include the collection name and the box and folder number for each item. (Attach additional pages if necessary.)

Collection: _____ Box _____ Folder _____

Item and portion to be used: _____

Collection: _____ Box _____ Folder _____

Item and portion to be used: _____

Collection: _____ Box _____ Folder _____

Item and portion to be used:

Collection:	Box	Folder
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Item and portion to be used:

Collection:	Box	Folder
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Item and portion to be used:

V. PUBLICATION FEES

Publication fees are charged when MARBL judges that a proposed use will be commercial. The use of materials in any vehicle which is a for profit venture, such as a theatrical movie or play, a mass market trade publication, advertising, decoration in a restaurant, or in any other profit-making enterprise is subject to payment of a publication fee. Some “nonprofit” ventures, including documentaries intended for public television, may also be subject to a fee. News publications/broadcasts are usually exempt from such fees, as are strictly scholarly uses. Publication fees are charged per work, over and above those fees charged for the cost of reproduction.

Standard fee \$50 per work _____ works x \$50 = \$ _____

Used on book cover additional \$50 per work used on cover _____ works x \$50 = \$ _____

Total Publication fee due \$ _____

VI. RETURN THIS FORM AND ANY FEES DUE TO: (checks should be made out to Emory University)

Research Services
Manuscript, Archives, and Rare Book Library
Emory University
Atlanta, GA 30322-2870

Phone: 404-727-6887
Fax: 404-727-0360
Email: marbl@emory.edu