

Esther T. Atkinson Museum of Hampden-Sydney College, Hampden-Sydney, VA 23943, (434) 223-6134

### Application for Reproduction Agreement

The applicant agrees that reproduction permission, if granted, is subject to the conditions listed below.  
Upon approval by authorized person of HSC, a countersigned copy will be returned to the applicant.

---

Applicant \_\_\_\_\_

---

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**Hereby applies for permission to reproduce photographs of the following objects from the collections of Hampden-Sydney College:**

1. \_\_\_\_\_ Color  B/W

---

2. \_\_\_\_\_ Color  B/W

---

**For the purposes of:**

Check all that apply:  Book  Textbook  Other \_\_\_\_\_  
 Periodical  Dissertation  
 Commercial publisher  Other \_\_\_\_\_  
 Non-profit publisher  
 English language  Other \_\_\_\_\_

**For publication use:**

Title of publication: \_\_\_\_\_

Author \_\_\_\_\_ Title of article \_\_\_\_\_

Publisher \_\_\_\_\_ Address \_\_\_\_\_

The applicant agrees that this permission, if granted shall be subject to the conditions listed on the back of this form, and further agrees to pay all applicable fees.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line**

---

---

Photographic materials charge \_\_\_\_\_ Reproduction fee \_\_\_\_\_

Permission is granted to reproduce the above mentioned object(s), for one time use only, and subject to the conditions listed on page 2.

Signed for Hampden-Sydney College \_\_\_\_\_

## **Conditions Governing Reproductions of objects in the collections of Hampden-Sydney College**

### **1. Requests**

All requests for permission to reproduce an image from Hampden-Sydney College collections must be made in writing and include the intended use. Rental and reproduction fees are payable in advance, whether or not the image is used. If the work is not used, the reproduction fees may be refunded upon receipt of a written request.

### **2. Permission**

Permission to reproduce and the fees payable cover one-time use, in one edition and in one language. Additional language editions, subsequent editions, and any related promotional use must be considered as separate requests and will require additional fees and application. Exclusive rights are not granted to any publisher.

### **3. No Cropping**

The painted area of a picture, the outline of a sculpture, and the area within the white border of a photograph or a graphic work, including inscriptions, may not be cut down or masked out.

### **4. No Bleeding**

Reproductions may not run off the edge of the paper.

### **5. No Overprinting**

Reproductions may not be superimposed with type matter or in any way defaced or altered.

### **6. No Colored Ink or Stock**

Reproductions may not be printed with colored ink or on colored stock

### **7. Details**

Application to reproduce a detail from a work will be considered only upon receipt of a marked-up photograph or photocopy showing the exact area to be used. The word "detail" must appear in the caption with the complete credit line. Under most circumstances an application for detailing may be approved only if the work is shown in its entirety elsewhere in the publication.

### **8. Slides**

35mm slides are furnished for projection purposes only and may not be used for production of color separations. Slides may not be duplicated or used for reproduction. Special use of 35mm color slides for video production may be considered.

### **9. Cover Use**

Permission for book jacket, video, or calendar covers will only be considered upon receipt of a cover design and written application for such use. An additional fee is required for cover use.

### **10. Credit line**

The credit line must include artist, title, date, medium, accession number and the following: Courtesy of Hampden-Sydney College, Hampden-Sydney, Virginia.

## **11. Special Projects**

Special projects such as note cards, address books, and calendars must be presented to Hampden-Sydney College for consideration and charges. A mock-up or sample of the publication must accompany the request.

## **12. Proofs**

For color reproductions, color proofs must be submitted and approved by Hampden-Sydney College before printing may proceed. Failure to comply with the corrections indicated on the submitted proof may result in the withdrawal of approval. Reproductions from color separations made from color transparencies previously obtained from Hampden-Sydney College are permitted only when applicant can submit an accurate color proof for approval. Color corrections will be provided of poor quality proofs whenever possible. If proper corrections cannot be obtained, rental of a new transparency will be required.

## **13. Independent Use**

Hampden-Sydney College does not supply black and white photographs or transparencies to companies or individuals operating a photography or rental and/or sales service.

## **14. Duplication**

Applicants may not duplicate in any way a color transparency or a black and white photograph supplied by the College.

## **15. Gratis Copy**

The publisher is to provide Hampden-Sydney College with one complete gratis copy of the publication in which the image is reproduced. In the case of M.A. theses and Ph.D. dissertations, photocopies of the references to the illustration will be acceptable.

## **16. Return**

Color transparencies remain the property of Hampden-Sydney College and must be returned by the due date. A transparency replacement fee is charged if the transparency is returned in such a condition that it cannot be reused.

## **17. Disclaimer**

Hampden-Sydney College assumes no responsibility for any royalties claimed by the artist or on his behalf. In the case of works by living artists or other copyrighted material, written permission must be supplied by the applicant from the artist or the artist's agent.