



# Arab American National Museum

13624 Michigan Avenue • Dearborn, Michigan 48126 • Phone: (313) 582-2266 • Fax: (313) 582-1086 • www.theaanm.org

## Image Use Agreement and Order Form

Please read, supply the requested information, and return Pages 1-4 of this form – with payment – to:  
Curator of Collections, Arab American National Museum, 13624 Michigan Ave., Dearborn, MI 48126

Name: \_\_\_\_\_

Institution or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*The copyright status of photographs and audiovisual material is often difficult to determine, because it is affected by such things as the employment status of the photographer, the date material was created, the date material was first published, and what information accompanied the first publication. The AANM has not determined copyright status for many of the photographs and audiovisual materials in our collection. In many instances, The AANM is acting only as an owner of the physical original.*

**Please note:**

- The AANM is not responsible for determining copyright status or for securing copyright permission.
- Possession of a photograph from The AANM does not constitute permission to use it.
- Users of materials are required to complete and return this permission form.

The AANM charges individual, non-profit and commercial users fees in order to support the maintenance of the collections. Use fees will be determined from the information on the permission form.

- Type of User/Purpose of Use (check one):
- A.  Individual or student for private or educational purposes
  - B.  Print Publication
  - C.  Television or Home Video/DVD
  - D.  Feature Film
  - E.  Exhibit
  - F.  Internet/WWW
  - G.  Advertising
  - H.  Retail Product

For **types B-H**, please complete the following:

Proposed Title: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Publisher/Producer's Address: \_\_\_\_\_

Tentative Publishing/Release Date: \_\_\_\_\_

For web use, describe how the image(s) will be used: \_\_\_\_\_ URL: \_\_\_\_\_

Fees include reproduction.

All fees are per image for one-time use in one project unless stipulated otherwise.

All images will be delivered in a digital format. *)Digital Files size/resolution determined according to use.)*

**A. Individual or Student for private or educational purposes**

<input type="checkbox"/>	Personal Use, Private Study, or Educational Presentation	Free
<input type="checkbox"/>	School Paper	Free
<input type="checkbox"/>	School Multimedia Project	Free
<input type="checkbox"/>	Wall Decoration – Home or Private Office	\$30.00
<input type="checkbox"/>	Personal, Non-Commercial Website	\$10.00
<input type="checkbox"/>	Other: (please specify)	

**B. Print Publication**

		Print run under 1,000	Print run under 5,000	Print run under 50,000	Print run over 50,000
<input type="checkbox"/>	Book, one country or language	\$30.00	\$60.00	\$90.00	\$120.00
<input type="checkbox"/>	Book, Multiple Countries or Languages	\$60.00	\$120.00	\$180.00	\$240.00
<input type="checkbox"/>	Periodical	\$30.00	\$60.00	\$90.00	\$120.00
<input type="checkbox"/>	Media Bundle – includes Print, CD-ROM or other supplement, Internet, and Promotional Use	\$90.00	\$180.00	\$270.00	\$360.00
<input type="checkbox"/>	Cover, image as main illustration	\$120.00	\$240.00	\$360.00	\$480.00
<input type="checkbox"/>	Cover, image as secondary illustration	\$60.00	\$120.00	\$180.00	\$240.00

**C. Television or Home Video/DVD**

		Non-Profit/ Educational/Local	Commercial, North American distribution	Commercial, Worldwide distribution
<input type="checkbox"/>	Television Broadcast	\$60.00	\$120.00	\$240.00
<input type="checkbox"/>	Home Video or DVD	\$60.00	\$120.00	\$240.00
<input type="checkbox"/>	Media Bundle – includes Television, Home Video/DVD, Internet, and Promotional Use	\$120.00	\$240.00	\$360.00

**D. Feature Film**

<input type="checkbox"/>	Commercial, Worldwide distribution	\$360.00
<input type="checkbox"/>	Media Bundle – includes Film, Home Video/DVD, Internet and Promotional Use	\$720.00

**E. Exhibit**

		Temporary Exhibit (12 months or less)	Traveling Exhibit	Permanent Exhibit
<input type="checkbox"/>	Exhibit (Non-Profit/Educational)	\$60.00	\$90.00	\$120.00
<input type="checkbox"/>	Media Bundle – includes Exhibit, Internet, and Promotional Use	\$180.00	\$270.00	\$360.00
<input type="checkbox"/>	Exhibit (Commercial)	\$120.00	\$120.00	\$120.00
<input type="checkbox"/>	Wall Decoration – Business	\$120.00	\$120.00	\$120.00

**F. Internet/WWW**

<input type="checkbox"/>	Website (Non-Profit/Educational)	\$60.00
<input type="checkbox"/>	Website (Commercial)	\$120.00
<input type="checkbox"/>	E-Book	\$60.00 + book fee
<input type="checkbox"/>	Mobile App	\$120.00

**G. Advertising**

<input type="checkbox"/>	Print Advertising	\$600.00
<input type="checkbox"/>	Internet Advertising	\$600.00
<input type="checkbox"/>	Television Advertising	\$600.00
<input type="checkbox"/>	Sales Catalog – Interior	\$300.00
<input type="checkbox"/>	Sales Catalog – Cover	\$600.00

**H. Retail Product**

<input type="checkbox"/>	Retail Product or Product Package	\$600.00
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**RESEARCH CHARGE:** If no image ID numbers are provided: \$35/hour (individual); \$45/hour (commercial); \$65/hour (rush)

I/we request permission for the one-time use (subsequent use requires reapplication) of the photographs and audiovisual materials listed on the separate Order Form/Invoice, for the specific purpose listed on Page 1 of this Permission Form and Letter of Agreement, and have read and agree to abide by the following:

**TERMS AND CONDITIONS**

- 1. Rights:** The Museum does not claim exclusive ownership of the rights to all images in our collection. We are simply granting permission to use images in our collections. This permission is nonexclusive and nontransferable.
- 2. Use:** Permission is for use worldwide and in all languages, but only for the purpose stated on the reverse. The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation. **This permission is nonexclusive, and nontransferable.**
- 3. Use Fees:** The Arab American National Museum charges use fees to support the preservation and maintenance of our collection. Use fees must be paid in full when the order is submitted.
- 4. Credit Line:** The credit line must read **“From the Collection of the Arab American National Museum.”** For web site use the statement must read **“From the Collection of the Arab American National Museum, Copy and Reuse Restrictions Apply.”** If an object identification number, caption, and/or photographer name exists for an image, this information must also appear on the credit line, unless a specific waiver is received from the Library & Resource Center.
- 5. Indemnification:** The user agrees to defend, indemnify, save, and hold harmless the Arab American National Museum, its employees, officers, or designates, from any and all costs, expense, damage, and liability arising because of claim whatsoever that may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication, or printing by anyone for any purpose whatsoever.
- 6. Image Manipulation:** The Arab American National Museum’s primary interest is to protect the integrity of the original. The Museum will not allow the inversion of the original or the removal (except for allowable cropping) or addition for content. We will allow adjustments to the contrast and sharpness, and minor adjustments of color. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement – e.g., “Detail from...” – must be added describing any changes. Any manipulation of the materials beyond that stated in the policy must be approved by the Library & Resource Center.
- 7. Endorsements:** Use of materials from the Arab American National Museum does not imply that the Museum endorses any product, enterprise, opinions, or confirms the accuracy of any content on the site, in publication, and broadcast.
- 8. Museum Copy:** One copy of the published work, including motion pictures and videotapes, in which the photographic copy appears, will be donated to the Museum for its collection.
- 9. Noncompliance:** The Arab American National Museum reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with our policies. The user is responsible for conforming with the laws of libel, publicity rights, and copyright which may be involved in the use of these materials.

**I understand that I am responsible for conforming with the laws of libel, publicity rights, and copyright which may be involved in the use of these materials.**

**I have read, accept, and agree to abide by the conditions listed above for the one time use and specific purpose(s) stated in this document.**

Requested by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Approved by (Arab American National Museum Rep.): \_\_\_\_\_

Title (Arab American National Museum Rep.): \_\_\_\_\_ Date: \_\_\_\_\_



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## Photograph Order Form

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE

**Payment must be included with this invoice before processing will begin.**

Please itemize each image. Include the item number and a brief description of each image.

Refer to the Fee Schedule included in this agreement. **Use fees will not be refunded.**

Name: \_\_\_\_\_

Use of images: \_\_\_\_\_

	Photo ID/Accession Number	Title/Caption/Description	Fee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Subtotal	
		Research charge	
		10% Membership fee	
		Rush fee	
		Delivery fee	
		<b>Total</b>	

Reproduction Delivery Method	
<input type="checkbox"/>	Online (email/Dropbox/etc.)
<input type="checkbox"/>	Delivery (\$2.00 charge for First Class Mail)

<b>AANM USE ONLY</b>
Date received:
Staff initials: