



Agreement for Use of Photographs and/or Documents

Permission is granted for **ONE-TIME NON-EXCLUSIVE USE** of the following photographs/documents:

For the Purpose of: _____

Any subsequent use of these photographs/documents will require permission from the Museum.

_____ agrees to the following requirements:

1. Proper Credit: 99s Museum of Women Pilots, Oklahoma City, Oklahoma
 - a. The person submitting the request will be responsible for the proper credit line
2. Prints of photographs or documents ordered from these Collections may not be copied, digitally reproduced, deposited or place on file in any other repository without written permission of the 99s Museum of Women Pilots.

Any person or publisher not meeting these requirements will be denied further use of Museum Collections.

The 99s Museum of Women Pilots cannot, does not, and will not warrant and represent that it owns the copyright in the described photographs. It can only warrant to you that it is the owner of such photographs which comprise part of its collection at the 99s Museum of Women Pilots, Oklahoma City, Oklahoma. If you have any questions concerning the copyright of any of these photographs, you should independently make a determination as to whether any third party is claiming to own the copyright of the same and you should not rely on any representation, expressed or implied, by the 99s Museum of Women Pilots other than this representation to you and that these photographs are a part of its collection.

PLEASE READ REGULATIONS ON BACK BEFORE SIGNING

Signature of Museum Representative

Signature of Person Making Request

Date

Date

Sign and return to: 99s Museum of Women Pilots, 4300 Amelia Earhart Drive., Oklahoma City, OK 73159

POLICIES AND REGULATIONS GOVERNING THE USE OF PHOTOGRAPHIC IMAGES FROM THE ARCHIVES OF THE 99S MUSEUM OF WOMEN PILOTS

1. All requests for photographic materials are filled in the order they are received and as time permits. Search requests must be specific as to the intended use of image, e.g. in a magazine, article, book, exhibit, etc.
2. The Museum reserves the right to charge a **SEARCH FEE** for requests requiring extensive research.
3. Ordinarily, a *minimum* of two weeks search time is necessary to fill an order. While every effort is made to complete orders promptly, we reserve the right to charge a **RUSH FEE**.
4. Permission may be granted upon request for a one-time, non-exclusive use of images of publications, exhibition, or other purpose if the proposed use is specified and approved by the Museum. The person ordering the image(s) may be charged a USE FEE. Any subsequent use of an image will require separate permission from the Museum.
5. PROPER CREDIT (99s Museum of Women Pilots, Oklahoma City, Oklahoma) must always be given. The person placing order and requesting permission is responsible for the credit line. *Any person or publication not meeting this requirement will be denied further use of the Museum Collections.*
6. The person or publisher who orders images from the Museum collection is responsible for providing the Museum with **VERIFICATION** that proper use and credit of the photographs have been made as specified in the original request and for which permission was granted. *This can be done by sending the Museum a copy of the publication.*
7. Photographic image from these holdings may not be captioned or used to illustrate something else unless evidence is given to show that our identification is incorrect. If a specifically identified image is used to illustrate a similar object, it must be stated in the caption as being a similar or typical view.
8. All proposed commercial use of photographic images must be stated in advance. We reserve the right to charge a special fee in any instance where an image is used for purposes other than that for which it was originally ordered or for strictly commercial ventures, e.g. textbooks, commercially sponsored film, television, advertising, etc. The Museum reserves the right to refuse requests intended for commercial use. A special **USE FEE** will be charged for all approved commercial use.
9. Images are not supplied to commercial archives or publishers for resale.
10. The 99s Museum of Women Pilots is not responsible for any illegal or improper use of these materials.
11. The fees charged for photographic prints from these holdings do not in any way constitute sale of the original image but are merely charged for obtaining a copy in lieu of using the original file print or negative. The 99s Museum of Women Pilots retains all rights to the materials on file in the 99s Museum of Women Pilots.
12. The 99s Museum of Women Pilots reserves the right to change these policies at any time without prior notice.