



Application for Permission to Reproduce Materials

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Rights and fees for uses not included on Fee Schedule for use of 99s Museum of Women Pilots' Materials will be determined on a case by case basis.

Provide here the identifying information for your project, including **description, title, author, publisher, approximate print run and publication date for books or magazines or equivalent information for video, film, web, or other use.**

Permission is sought to use the materials listed below:

Identifying No.

Description

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, or other media.
2. It is the prerogative of the Museum to charge a SEARCH FEE for requests requiring extensive search time by museum staff.
3. Ordinarily, a minimum of two weeks search time and two weeks lab 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 for publication, exhibition, or other purpose if the proposed use is specified and approved by the Museum Board of Trustees. The person ordering the image(s) may be charged a USE fee. Please refer to Fee Schedule. 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 the order and requesting permission for its use is responsible for the credit line. Any person or publication not meeting this requirement will be denied further use of the Museum collection.
6. The person or publisher who orders an image 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 to use was granted. **This can be done by sending the Museum one (1) copy of the publication or media in which the 99s Museum of Women Pilots were used.**
7. The person ordering images will be charged a SERVICE FEE to cover the costs of copying, labeling, and handling of the photographic image or audio collection material for one-time non-exclusive use for publication or other purpose.
8. Photographic images 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.
9. 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 USER FEE will be charged for all approved commercial uses.
10. All copying of photographic images is done by the 99s Museum of Women Pilots. No outside equipment is allowed.
11. All file photographic images and all negatives are retained in the Collection Room and are never circulated outside the Museum.
12. Images are not supplied to commercial archives or publishers for resale.
13. Copies or prints of photographic images ordered from the 99s Museum of Women Pilots may not be deposited or placed on file in any other repository.
14. Any person or organization not abiding by these regulations may be denied further access to or use of materials in these collections.

15. The 99s Museum of Women Pilots is not responsible for any illegal or improper use of these materials.
16. 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 print 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.
17. The 99s Museum of Women Pilots reserves the right to change these policies at any time without prior notice.