

APPLICATION FOR USE OF IMAGES + ARCHIVAL MATERIALS

Direct all publication and reproduction requests to: archives@moa.ubc.ca | 604-822-1946

Requests can take two to three weeks to process. Please allow sufficient time before intended use.

Date of request: _____ Date of required use: _____

Name: _____ Affiliation: _____

Address: _____

Phone: _____ Email: _____

Materials Requested

Specify the MOA object or archives ID number(s) including fonds or collection if known, and/or give a detailed description to provide as much information as possible. Attach additional pages as necessary.

Intended Use

Provide a detailed description of where and how the MOA object(s) or image(s) will be published or reproduced including the size of the print run, if the image(s) will be used on the cover, and the type of online use including website address. Attach additional pages as necessary.

Fees

Fees are set to recover costs, not to prohibit use. Reduced rates and waivers can be negotiated. All fees are to be paid in Canadian funds, including tax when applicable, by Visa, Mastercard, cheque, bank draft or money order upon receipt of invoice.

Use of image/object in print publication	\$100.00 per image, per use
Use of image/object in electronic publication	\$150.00 per image, per use
Use of image/object in print + electronic publication	\$200.00 per image, per use
Use of image/object in exhibition	\$100.00 per image, per use
Use of personal image(s) of MOA object	50% of the respective rate above
On-demand photography	\$75.00 per hour, two hour minimum

Requests for New Photography of Objects

A new digital image of a MOA object may be requested. However, MOA reserves the right to reject requests at its sole discretion, including but not limited to those requests that do not fall within its mandate, jeopardize the safety of the collections, or for which MOA does not have adequate staff resources or equipment. To request new object photographs, contact archives@moa.ubc.ca or call 604-827-1946 **no less than three weeks** from the date of required use. Additional fees may apply to these requests.

Conditions Governing Use

MOA restricts the use of its materials for commercial purposes. Permission is granted for one-time use only and reproduction is limited to the uses approved in this application. Images of objects, people, or settings may not be cropped or altered in any way without permission. MOA reserves the right to reject requests at its sole discretion, including but not limited to those requests that do not fall within its mandate, subject the collections or the cultures from which they come to misrepresentation or disrespect, or involve objects deemed to be culturally sensitive. MOA does not hold copyright to all materials in its collections. If MOA does not hold full copyright, it is the responsibility of the applicant to obtain permission and to pay any fees to the copyright holder. In photographs with identifiable people, it is the responsibility of the applicant to obtain written permission from those individuals to reproduce the image. The applicant will indemnify and hold harmless MOA from any and all third party claims that may be made against MOA in relation to the filming/photography, save for those caused by the negligence of MOA or its staff. Depending on the nature of the request and the subjects represented, MOA may also require the applicant to seek permission from the originating community. One copy of the publication in which the reproduction appears must be provided to MOA when feasible.

Credit

All images must be identified as specified by MOA, including the phrase **"Museum of Anthropology at UBC, Vancouver, Canada"**. When known, the fonds, collection, photographer, artist, and archival or object ID number must also be acknowledged.

Agreement

Please retain one copy of this form for your records and return by email to: archives@moa.ubc.ca

Applicant Signature

Date

Application Approval This application is approved as per the use and terms outlined in the above.

Authorized Signature

Date

\$ _____
Fee Charged

Your personal information is collected under the authority of section 26 (c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for internal administrative purposes. Questions about the collection of this information may be directed to archives@moa.ubc.ca or 604-822-1946.