Reproduction & Use Request

Name/Title (please print):

Organization (if applicable):

Mailing Address:

City and State: Zip Code:

Phone: Email:

☐ For-profit or ☐ Non-profit Organization

Type of Use:
☐ Personal Use (study, research, school programs)
☐ Print Publication (below 1,000 copies)
☐ Print Publication (over 1,000 copies)
☐ Film or Video Use
☐ Electronic Use (website, mobile app, e-book)
☐ Commercial Use, advertising, merchandise

Intended Use Description or Title: ______________________________________________

Delivery Method:
☐ Email
☐ B&W Paper Print

Credit Line: Customs House Museum & Cultural Center, Clarksville, TN. Gift of___________

Please read and sign “Conditions of Reproduction and Use" on reverse.
Conditions of Reproduction & Use

1. Images will be used only for the purpose specified on this form. Unauthorized use of images of artifacts in the Collections of the Clarksville-Montgomery County Museum aba the Customs House Museum & Cultural Center, hereafter CMCM, will render the applicant responsible and liable to the CMCM for appropriate compensation.

2. It is the obligation and responsibility of the CMCM to preserve, care for, and provide access to its Collections for the benefit of the public. As such, the public has a right to know how and when the Collections are used in any published, commercial, or promotional form.

3. The fee and permission to use is only for the images and occasion specified on this form. Any and all reprints or additional use of any kind must be preceded by a new application and is not covered by the original fee or permission to use. Permissions cannot be granted in perpetuity.

4. Credit will be given to the CMCM in all publications and use of images according to credit line on this form.

5. The applicant will reproduce these images faithfully, without digital alteration and in the form and context inherent in the original. Adding material or color, bleeding, deletion, superimposition of text, or any other form of alteration is prohibited without express notation that the “Image has been altered from the original.”

6. The CMCM reserves the right to refuse permission for reproduction if it is of the opinion an applicant has not maintained acceptable standards of reproduction, reproduction would violate copyright law, or the item is in a condition that prohibits reproduction.

7. The CMCM will not grant exclusive rights to reproduce or use images of any item in its collection.

8. Reproduction from images not supplied directly by the CMCM is strictly prohibited. Color slides, monochrome negatives, and photographic prints may not be made by outside companies or photographers without written consent from the CMCM.

9. This form must be completed and fee paid before images are obtained. All fees directly benefit the preservation and care of the CMCM’s Permanent Collection.

10. Applications for permission to film or photograph objects, installations, and activities within the Museum must be approved by the Executive Director. The Curator of Collection must approve all applications for photographic and document reproductions of collections items.

11. The applicant agrees to abide by the United States copyright law (Title 17, United States Code) governing the making of photocopies or other reproductions of copyrighted material. While the CMCM owns and houses an item, it does not necessarily hold the copyright on the item, nor may it be able to determine if the item is still protected under current copyright law. Users are solely responsible for determining the existence of such instances and for obtaining any other permission that may be necessary for the intended use.

12. Upon publication or completion of the product, a completed copy of each product, publication, or URL link will be forwarded to the CMCM free of charge.

I agree to comply with the stipulations on this form.

Applicant
Signature: _______________________________
Date: _______________________________

Museum Representative
Signature: _______________________________
Date: _______________________________
Title: _______________________________
Reproductions & Use Fees

<table>
<thead>
<tr>
<th>Type of Use</th>
<th>Non-Profit</th>
<th>For-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal (study, research, school programs)</td>
<td>Free</td>
<td>NA</td>
</tr>
<tr>
<td>Print Publication (below 1,000 copies)</td>
<td>$5</td>
<td>$25</td>
</tr>
<tr>
<td>Print Publication (over 1,000 copies)</td>
<td>$10</td>
<td>$50</td>
</tr>
<tr>
<td>Film or Video</td>
<td>$15</td>
<td>$75</td>
</tr>
<tr>
<td>Electronic (website, mobile app, e-book)</td>
<td>$10</td>
<td>$50</td>
</tr>
<tr>
<td>Exhibition/Display</td>
<td>$5</td>
<td>$25</td>
</tr>
<tr>
<td>Commercial (advertising, merchandise, etc.)</td>
<td>NA</td>
<td>$25-$200</td>
</tr>
</tbody>
</table>

Please make checks payable to: Customs House Museum & Cultural Center

Methods of Providing Photographic Reproductions

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email attachment</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>B/W Photocopies</td>
<td>25 cents</td>
<td></td>
</tr>
</tbody>
</table>

Research Services

- Staff will attempt to answer all research questions and requests related to our Collections.
- Requests requiring over one hour of staff time will be charged an additional $25 per hour.

Scanning Services

- Staff has the ability to scan print materials, 35mm slides, and 35mm negative film.
- Materials must relate to the mission of the Museum.
- Digital copies of scans must be donated to the Museum’s Collections.
- Fees for scanning are $25 per hour with a limit of eight hours.

Thank you for supporting the Customs House Museum & Cultural Center Collections!