



Alabama DEPARTMENT OF ARCHIVES & HISTORY

Use Agreement Images, Videos, and Audio Material

Conditions and Guidelines:

1. All materials provided remain the property of the Alabama Department of Archives and History (ADAH), and may not be sold, traded, shared, or deposited with another library or archives, or used in any way not specified in this agreement.
2. ADAH does not sign outside permission forms.
3. This agreement covers one time use only. Provided material may be used by the publisher for promotional purposes.
4. Material may not be substantially altered other than copying or enhancement of definition. Elements such as people, signs, or any other part of the images may not be digitally removed or added. The perspective or depth of the image may not be digitally altered. Images may not be reversed. Cropping and/or enlargement to enhance portions of the image is permissible.
5. Material should not be presented or described in any way that does not accurately describe its content, time period, or geographic location.
6. Images may not be posted on websites at resolutions higher than 72 dpi.
7. The ADAH does not claim to control all rights of reproduction for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for compliance with the U.S. Copyright Code.
8. The publishing party assumes full responsibility for the use of the material and conformity to the laws of defamation and privacy, and holds harmless the Alabama Department of Archives & History from any claims arising as a result of the use of the material.
9. The following credit line must be included for each item reproduced (for films, a credit line in the closing credits will suffice): **Alabama Department of Archives and History**

Description of Image/Audio/Video File	File Name

(List additional items on next page.)

Alabama Department of Archives and History Use Agreement

The intended use is (check one): _____ Non-commercial¹ _____ Commercial²

The result will be (check at least one):

_____ Book _____ Article _____ Exhibit _____ Film/Video _____ Website

_____ Other (please specify): _____

Title: _____

Author/Producer/Publisher: _____

Expected date of publication/release: _____

Name

Address

Email

Telephone

I agree to abide by all the guidelines of the Alabama Department of Archives and History relating to the use and reproduction of its collections, to ensure that proper credit is given, and to abide by the copyright laws of the United States as they relate to this material. I certify that I am empowered to sign agreements for the company, institution, or organization requesting permission for use.

Signature

Date

Please return to:

ADAH Use Agreements

P.O. Box 300100

Montgomery, Alabama 36130

Fax: 334-240-3125

Email: ameliah.chase@archives.alabama.gov

Approved by ADAH	
_____	_____
Digital Assets Coordinator	Date

¹ Non-commercial use includes, but is not limited to, the development of curricular resources for education; presentations made to public or private audiences with an educational or informational purpose; publication in scholarly or popular books, magazines, journals, newspapers, blogs, documentaries, and other productions with an educational or informational purpose and in which the item(s) from the collection are to be used for illustrative purposes.

² Commercial use includes, but is not limited to, publication in any commercial medium in which the item(s) are a principal focus of content; use in films produced for commercial distribution; and reproduction on items of merchandise.