



*Alabama* DEPARTMENT OF  
**ARCHIVES & HISTORY**

**Permission to Publish  
Alabama Media Group Collection**

**Conditions and Guidelines:**

1. All materials provided remain the property of the Alabama Department of Archives and History (ADAH), and may not be published, exhibited, broadcast, posted on the Internet, sold, traded, shared, or used in any way not specified in this agreement without the written permission of the ADAH.
2. Permission must be requested using this form. The ADAH does not sign outside permission forms.
3. Permission is granted here for one-time, non-exclusive worldwide publication/production rights, as well as for promotional purposes relating to the publication/production. This grant of permission is in perpetuity and applies only to the requested publication/production. Other uses will require additional permission.
4. The ADAH represents that it has the appropriate copyright and reproduction rights to enter into this agreement and grant the permission granted herein.
5. 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 ADAH from any claims arising from this use.
6. The material may not be substantially altered. 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 images is permissible, as are adjustments to enhance the definition of the images.
7. Material should not be presented or described in any way that does not accurately describe its content, time period, or geographic location.
8. Images may not be posted on websites at resolutions higher than 72 dpi.
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. Donated by Alabama Media Group /  
Photo by [name of photographer], [name of newspaper].**

I/we request permission to reproduce the following image(s) from the Alabama Media Group Collection at the Alabama Department of Archives and History:

Description of Image	File Name

(List additional images on next page.)



**Alabama Department of Archives and History Permission to Publish**  
**Alabama Media Group Collection**

The intended use is (check one):      \_\_\_\_\_ Non-commercial<sup>1</sup>      \_\_\_\_\_ Commercial<sup>2</sup>

The result will be (check at least one):

\_\_\_\_\_ Book      \_\_\_\_\_ Article      \_\_\_\_\_ Exhibit      \_\_\_\_\_ Video      \_\_\_\_\_ Website

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

Title: \_\_\_\_\_

Author/Publisher/Producer: \_\_\_\_\_

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 material from the Alabama Media Group Collection, 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](mailto:ameliah.chase@archives.alabama.gov)

<b>Approved by ADAH</b>	
_____ Digital Assets Coordinator	_____ Date

<sup>1</sup> 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.

<sup>2</sup> 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.