



Smithsonian Institution



Image Order and Permission Request Form

Request No.

National Anthropological Archives

4210 Silver Hill Road, Suitland, MD 20746
(ph) 301-238-1301 (fax) 301-238-2883

REQUESTOR INFORMATION

Name

Organization

Address

City

State

Postal Code

Country

Telephone

Email

PHOTOGRAPHIC MATERIAL REQUESTED

To cite materials, provide the Negative [NEG] or Inventory [NAA INV] number, provide a description/title, or use the following format:
Collection or MS number, box number, folder title, and item information
Attach separate sheet if necessary.

- 1.
- 2.
- 3.
- 4.
- 5.

Check all that Apply:

Seeking Publication Permissions

Seeking High Res TIFF file (\$50 per item)

- * Fees for image orders are payable at the time of ordering.
- * For oversize material, or material that may require special handling, please contact NAA for pricing.
- * Completed orders are posted to our ftp server.
- * Details on retrieval of images to be sent via email when order is complete.

INTENDED USE

Please describe intended use - include title, author/publisher/producer, date(s), and manner of distribution if applicable.

REQUESTOR AGREES TO CONDITIONS ON REVERSE

Signature:

Date:

Request must be approved by Department of Anthropology staff prior to use. If permission is granted, there may be additional fees for processing and permissions.

Approved by:

Date:

Amount Due Total:

Image Order

Permissions

General Conditions on Reproduction and Use

The following conditions apply unless otherwise specified in writing by the Smithsonian Institution.

1. Permission is for one-time, non-exclusive use only within the project described on the reverse. Requests to reproduce in subsequent publications and editions will be considered upon submission of a new form.
2. The Smithsonian Institution makes no warranty or representations, including regarding fitness for publication or reproduction of the information in the collections, or accuracy of catalogue data.
3. Only photographic or digital material supplied by the National Anthropological Archives (NAA), the Smithsonian Archives Photographic Services, or the NMNH Imaging Office may be used for reproduction. Downloading or copying from any other source is prohibited unless prior arrangements have been made with the NAA.
4. This permission extends only to rights held by the Smithsonian Institution. This permission does not purport to include any rights that other parties, known and unknown, may have in the materials. Requestor is responsible for obtaining any and all permissions as may be necessary from the holder of the copyright and related rights to the material (including, as appropriate, permission from individuals whose images and/or voices appear in the materials).
5. Requestor agrees to indemnify and hold harmless the United States, Smithsonian Institution, its regents, agents, and employees, from all claims, actions, judgments, and expenses (including reasonable attorney fees) arising from requestor's use of the material provided pursuant to this request.
6. Requestor shall acknowledge the donor and/or creator as specified below.
7. Requestor shall give credit to the Smithsonian Institution as specified below.

CREDIT LINE

Unless otherwise indicated, the credit line should read:

“National Anthropological Archives, Smithsonian Institution [item ID]”

ADDITIONAL TERMS AND CONDITIONS