

New Westminster Museum and Archives REPRODUCTION REQUEST FORM

This Reproduction Request Form is used to identify the use, purpose, scope, fees, delivery medium, permissions, restrictions and limitations of heritage material(s) requested.

Date of Request: _____

Part A: Requestor Contact Information

Requestor's Name:	Phone:
Address:	Email:

Part B: Description of Requested Heritage Material(s)

	Accession or Item Number	Description of Heritage Material(s)	Intended Use	Use, Credit & Limitation Conditions
1				
2				
3				
4				
5				
6				

Additional Reproduction Request Form(s) will be attached as needed to itemize additional heritage materials requested.

Part C: Reproduction Permissions, Restrictions & Legal Compliance

In consideration for receiving a reproduction of one or more request items, the requestor hereby:

1. Requests an image copy of each of the Heritage Material(s) specified in Part B of the Reproduction Request Form (the "Requested Reproductions");
2. Acknowledges that all Requested Reproductions may not necessarily be reproduced and reproduction may be refused if the Heritage Material(s) is subject to donor limitation, restricted by copyright or for some other reason;

Limits on Use

3. Agrees that the Requestor may only use the Requested Reproductions for the Requestor's own use and that the Requestor receives no further right, interest, title or copyright in , and no exclusive right to use, the Requested Reproductions;
4. Agrees not to produce the Requested Reproductions, or allowing others to do so, in any medium or form, beyond that specified in Part B to this Form for each of the Requested Reproductions;
5. Agrees to comply with all applicable laws, including but not limited to copyright, moral rights, neighbouring rights, trademarks, defamation and privacy laws that apply to the Requested Reproductions;
6. Agrees not to modify the Requested Reproductions unless authorized by means of written approval from the Manager based on a sample;
7. Agrees not to display Requested Reproductions online as images with size greater than 72 ppi and image width or height of no more than 550 pixels;
8. Agrees not to represent or imply that the New Westminster Museum and Archives is participating in, sponsored, approved or endorsed the manner or purpose of the use of reproductions;

Credit

9. Agrees to credit the New Westminster Museum and Archives as the source of each of the Requested Reproductions under each photograph whenever published and furthermore to use the following situations for format:
 - a. If Known Photographer – Photo by <photographer name>, New Westminster Museum and Archives, <photo number>;
 - b. If Unknown Photographer – New Westminster Museum and Archives, <photo number>;
 - c. If the credit line cannot appear directly under the photograph – At a location and in a form in the publication that is agreed upon by the Manager.

Fees

10. Agrees to pay in advance all fees applicable to responding to the Reproduction Request.
11. Agrees to provide, upon request by the Manager, a complimentary copy of the medium to the City if a Requested Reproduction is used in a mass media publication.

As evidence that the Requestor has read, understood and agrees to the terms and conditions in the Reproduction Request Form, the Requestor has signed and sealed on the date set out below.

Signed at _____ British Columbia, this ____ day of _____, 20____.

Signature of Requestor

Signed in the presence of:

New Westminster Museum and Archives Employee

Name of Employee

Original copy retained by the New Westminster Museum and Archives and a copy is supplied to the Requestor.