



INSTITUTE OF AMERICAN INDIAN ARTS

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## **Permission to Publish Contract**

### **General**

Publication fees are associated with photographs, documents, artwork, moving images (film and video), and audio recordings. Revenue is returned to the Archives of IAIA to offset the costs of preservation and access. These costs are on-going and continue to escalate as public interest and demand expand.

### **Who Pays Fees?**

Generally speaking, any commercial or professional use will be subject to fees. Requests are varied but typical applications include publications in books, magazines, newspapers, company and government reports; product illustration (calendars, posters, and CD-ROM artwork); use in television programs, documentaries and movies; web-site design and display in commercial settings.

### **Haven't I already paid my fees when I purchase copy prints?**

No, when patrons purchase reproductions, their use is limited to research or personal (home) enjoyment.

### **What about material in the Public Domain?**

Public domain material held by the Archives of IAIA is subject to fees for commercial or professional users.



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### Contract Instructions

To request permission to publish, complete the contract information below. The **Permission to Publish Contract** and **Duplication Request Form** must be submitted via fax or mail with by the person requesting the image(s) for use and the person responsible for ensuring that the use conforms to the conditions stated in the contract.

Upon receipt of your completed Contract and Duplication Form, Archives staff will contact you with fees due for permission. Once full payment is received, a copy of the contract and a letter granting permission will be mailed to you.

*The Permission to Publish Contract, Duplication Request Form, and payment must be received prior to publication date.*

### Payment Instructions

Payment must be made in U.S. dollars and personal checks. Credit card orders (Visa and Mastercard only) are only accepted via phone. Billing may be requested by institutions and businesses on a case-by-case basis.

### Commercial Use Fees per Image

#### Books (including book jackets and end covers)

Under 5,000	\$30.00
5,000-20,000	\$50.00
20,000-50,000	\$100.00
50,000+	\$150.00

#### Periodicals (Newspapers, Magazines, Journals, Newsletters)

Under 50,000	\$20.00
50,000-100,000	\$50.00
Over 100,000	\$100.00

#### Non-Paper Commercial Products (including posters, postcards, T-shirts, calendars)

Under 1,000	\$20.00
1,000-5,000	\$75.00
5,000+	\$100.00

#### Special Fees

Internet/Website publication	\$50.00
Commercial Display in offices, Stores, and restaurants	\$25.00
Advertising formats	\$100.00
Exhibition	\$25.00
Television, film, video (1 <sup>st</sup> Use)	\$150.00
Audio (per 10 minutes)	\$50.00
Film (per 10 minutes)	\$75.00
Worldwide Distribution in Perpetuity	\$200.00

**Non-Profit use shall be charged 50% of For-Profit Use Fees**



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Subject to the following conditions, I/We request permission to use the following material(s) of the Archives of the Institute of American Indian Arts (IAIA):

Collection Name/Number(s)	Subject / Title	How will the material be used? (Be specific)

### Conditions:

1. All reproductions used must include, at minimum, the text: "Image Courtesy of the Archives of IAIA" in a caption or credit (collection name and item number is also required). Unless approved in advance by the staff of the Archives of IAIA, each image must be reproduced unaltered and in its entirety.
2. Reproductions distributed electronically must contain the credit as part of the image and provide a link to the IAIA website ([www.iaia.edu](http://www.iaia.edu)). Reproductions distributed electronically must contain the credit as part of the image. Reproductions distributed electronically shall not exceed a display or print resolution of greater than 170 dots per inch. The IAIA Archives maintains all property and copyrights over digitally reproduced images taken from original or reproduction images from our collections.
3. Permission for reproduction is limited to the applicant only and is non-transferable. In addition to the permission of IAIA, extra permission may be required. Those permissions may include, but are not limited to:
  - 1) Copyright: in cases of living artists and/or subject to the 1976 Copyright Law or the 1991 Visual Artists Rights Act, written permission must be secured by the applicant from the copyright owner and provided to the Archives of IAIA. User may be liable for copyright infringement if purpose exceeds "fair use."
  - 2) Privacy: the Archives of IAIA extend the rights of privacy to include ceremonial objects and rites of Native Americans and requires the permission of the tribe's cultural office before releasing reproductions for use.
  - 3) Owner of original: in instances where the Archives of IAIA holds only a reproduction, the written permission of the owner of the original may be required.
4. Any subsequent change in use from that stated above constitutes reuse and requires new permission from the Archives of IAIA staff. An additional fee may be charged for reuse or change in use.
5. Permission is granted for a single edition. Each separate edition requires new permission.

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Archives of the Institute of American Indian Arts  
83 Avan Nu Po Road, Santa Fe, New Mexico, 87508  
Phone: (505) 424-5743  
Website: [www.iaia.edu](http://www.iaia.edu)  
Fax: (505) 424-3131



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6. The Archives of IAIA reserves the right to refuse reproduction of its holdings and to impose such conditions as it may deem advisable in the best interests of IAIA.
7. Prepayment of all fees, including use fees, is required before permission is granted.
8. The applicant agrees to send the Archives of IAIA one copy of the work containing the reproduction at no charge.

**By signing this application, I agree, personally and on behalf of any organization I represent to abide by all terms, conditions and provisions of this agreement set forth above:**

Name (printed): \_\_\_\_\_ Institution: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When signed by an authorized agent of the Archives of IAIA, this form constitutes permission for use as outlined on this application.

**Archives of IAIA Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When completed, mail or fax completed agreement to:**

Archives of the Institute of American Indian Arts  
83 Avan Nu Po Road, Santa Fe, New Mexico, 87508  
Ryan S. Flahive, Archivist (505) 424-5743, [www.iaia.edu](http://www.iaia.edu)  
Fax Number: (505) 424-3131

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