



UNIVERSITY OF SOUTH ALABAMA
THE DOY LEALE McCALL
RARE BOOK AND MANUSCRIPT LIBRARY

Use Request Form

1. Name (of individual, firm, company, institution, and/or organization where the photograph(s) will be displayed):

Name	
Address	
Phone	
Email	

2. Name (of individual, firm, company, institution, and/or organization purchasing photograph(s), **if different from above:**

Name	
Address	
Phone	
Email	

3. Describe, **in detail**, how and where the photo(s) will be used. **Please note that any additional or subsequent use requires our permission and may incur the payment of additional use fees**

Description of use	
Name of Publisher	
Distribution (How many copies or viewers?)	
URL, if for web use	

4. We require that a credit line accompany the use of our images. The credit line **MUST BE EASILY VISIBLE AND IN A TYPEFACE AT LEAST AS LARGE AS ANY CAPTION INFORMATION.** For each image, The McCall Library will provide the information to be used in the credit line.

_____ The McCall Library has approved your request and assessed the following use fee _____.

_____ The McCall Library has rejected your request for the following reason(s):

I agree to abide by the above rules and to only use The McCall Library's images for the purpose(s) described above. **SHOULD THE INDIVIDUAL, FIRM, COMPANY, INSTITUTION, AND/OR ORGANIZATION NAMED IN PARAGRAPH 1 ABOVE FAIL TO ADHERE TO PARAGRAPH 4, THE MCCALL LIBRARY RESERVES THE RIGHT TO INVOICE THE INDIVIDUAL, FIRM, COMPANY, INSTITUTION, AND/OR ORGANIZATION IN PARAGRAPH 1 FOR ANY DISCOUNTED USE FEE NOT ORIGINALLY PAID.**

Signed.* _____ Date: _____

McCall Library Signature _____ Date: _____

Instructions:

- 1) Fill in the information requested in paragraphs 1 and 2, including the name, address, phone, and email of both the entity who will display our images and the entity who will purchase our images, if different. In paragraph 1, list the business address where our images will be displayed.
- 2) Describe in paragraph 3 how our images will be used. Examples include "I am planning to take your images and have them blown up to 30" x 36" for use as a mural on the back wall of my restaurant," or "I want to frame and hang your images in my husband's law office lobby," or "My company is going to use this image in a billboard advertising campaign."
- 3) **Be sure to pay particular attention to paragraph 4. Payment of use fees in their entirety does not negate your responsibility to provide proper credit to The Doy Leale McCall Rare Book and Manuscript Library for the use of its images.**
- 4) Make a copy for your records.
- 5) Sign and date the form and mail it to the address below.
- 6) The Doy Leale McCall Rare Book and Manuscript Library will evaluate your request and reply within two weeks.

The Doy Leale McCall Rare Book and Manuscript Library
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