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**APPLICATION FOR PERMISSION TO PUBLISH, QUOTE, BROADCAST, EXHIBIT, OR PERFORM**

**I. CONTACT INFORMATION**

Name \_\_\_\_\_ Institution/Company \_\_\_\_\_  
Address \_\_\_\_\_  
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**II. PUBLICATION INFORMATION**

Type: ☐ Book ☐ Article ☐ M.A. Thesis ☐ Ph.D Dissertation ☐ Electronic Publication (WWW, CD)  
☐ Documentary film ☐ Theatrical Motion Picture ☐ News broadcast ☐ Exhibit/Display  
☐ Other (describe) \_\_\_\_\_

Author/Producer/Curator: \_\_\_\_\_

Title of work: \_\_\_\_\_

Publisher/Production Co./Journal/Site: \_\_\_\_\_

Expected Date(s) of Publication/Broadcast/Exhibit/Performance: \_\_\_\_\_

Placement: \_\_\_\_\_ Jacket/Cover \_\_\_\_\_ Interior \_\_\_\_\_ Other \_\_\_\_\_

Edition: \_\_\_\_\_ First edition \_\_\_\_\_ Reuse \_\_\_\_\_

⇒ **On the reverse please describe items you wish to use in Section IV.**

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- \* If permission to publish is granted, the applicant agrees to donate a copy of the publication to the Robert W. Woodruff Library at Emory University.
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⇒ **Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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Publication fees: \_\_\_\_\_ waived \$ \_\_\_\_\_ paid on \_\_\_\_\_

Permission **granted** by: \_\_\_\_\_ Date: \_\_\_\_\_

Permission **denied** by: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> additional permission required from estate or owner of copyright | <input type="checkbox"/> insufficient description of materials                                     |
| <input type="checkbox"/> insufficient description of project                              | <input type="checkbox"/> insufficient citation <input type="checkbox"/> please revise and resubmit |

#### IV. DESCRIPTION OF MATERIAL(S) TO BE USED

Please describe items to be used and which parts or sections of the items will be used or quoted from. If you wish to reprint the entire item, please note that explicitly. Include the collection name and the box and folder number for each item. (Attach additional pages if necessary.)

Collection:	Box	Folder
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Item and portion to be used:

Collection:	Box	Folder
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Item and portion to be used:

Collection:	Box	Folder
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Item and portion to be used:

Collection:	Box	Folder

Item and portion to be used:

Collection:	Box	Folder
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Item and portion to be used:

## V. PUBLICATION FEES

Publication fees are charged when MARBL judges that a proposed use will be commercial. The use of materials in any vehicle which is a for profit venture, such as a theatrical movie or play, a mass market trade publication, advertising, decoration in a restaurant, or in any other profit-making enterprise is subject to payment of a publication fee. Some “nonprofit” ventures, including documentaries intended for public television, may also be subject to a fee. News publications/broadcasts are usually exempt from such fees, as are strictly scholarly uses. Publication fees are charged per work, over and above those fees charged for the cost of reproduction.

Standard fee	\$50 per work	works x \$50 = \$
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Used on book cover      additional \$50 per work used on cover      works x \$50 = \$

Total Publication fee due \$

**VI. RETURN THIS FORM AND ANY FEES DUE TO:** (checks should be made out to Emory University)

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