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

I. CONTACT INFORMATION

Name_________________________________________ Institution/Company ________________________________________
Address___________________________________________________________________________________________
Phone_____________________ Fax___________________________ email_______________________________

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.

III. CONDITIONS:

* The purchase of a reproduction of a work does not in itself carry the right to publish, quote, broadcast, exhibit or
perform that work. Permissions to use unique or unpublished materials held by MARBL, and/or Oxford College
Archives in these ways must be requested in writing. The applicant agrees to abide by the terms and conditions
established by MARBL.

* If the work is still under copyright, and if the copyright is not held by Emory University, the requestor must seek
permission from the current copyright holder. The applicant agrees to assume full responsibility and any
attendant liability for complying with U.S. copyright laws and other rights of third parties, and agrees to hold
MARBL harmless from and against all damages and claims.

* Permission is for a one-time use only with nonexclusive worldwide rights in all languages in the medium and
format stated in this application. Permission is valid only for the individual, company or institution to whom it is
specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission
from MARBL.

* Commercial applicants must pay the publication fee(s) in advance of receiving written permission to publish.
(See Section V on the reverse)

* The applicant agrees to credit all works as follows: [identification of items, title of collection,] Manuscript,
Archives, and Rare Book Library, Emory University

* 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.

* MARBL reserves the right to refuse to grant permission to publish.

⇒ Signature of applicant __________________________ Date __________________

FOR MARBL STAFF USE ONLY

Publication fees: ___ waived $__________ paid on _________________
Permission granted by: __________________________ Date: _________________
Permission denied by: __________________________ Date: _________________
   □ additional permission required from estate or owner of copyright □ insufficient description of materials
   □ insufficient description of project □ insufficient citation □ please revise and resubmit

01/23/14
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 ___________________
Item and portion to be used: __________________________________________________________
________________________________________________________________________________

Collection: _________________________________  Box_______  Folder ___________________
Item and portion to be used: __________________________________________________________
________________________________________________________________________________

Collection: _________________________________  Box_______  Folder ___________________
Item and portion to be used: __________________________________________________________
________________________________________________________________________________

Collection: _________________________________  Box_______  Folder ___________________
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 = $ ___________
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)

Research Services
Manuscript, Archives, and Rare Book Library
Emory University
Atlanta, GA 30322-2870

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Fax: 404-727-0360
Email: marbl@emory.edu