

PERMISSION TO USE AGREEMENT

Materials desired for use

ID/Call number	Collection name	Item name

Proposed Use

Next to the checked reason, please elaborate.

- Exhibition | Location, Sponsors, Host, Purpose:
 Publication | Publisher, title, print run:
 Other | Explain:

Is the use for-profit? (If non-profit, please provide 501(3)(c) identification)

User information

Name (contact person): _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

Disclaimer

The user assumes all responsibility for identifying and satisfying any claimants of copyrights and for observing applicable laws regarding intellectual property. The recipient agrees to indemnify and hold harmless the Postal History Foundation, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of reproductions provided by the Postal History Foundation.

Usage Agreement

- The Postal History Foundation gives permission to the user(s) indicated on this form to use the item(s) indicated on this form.
- The Foundation allows use of the item(s) in the manner indicated on this form free of charge.
- If a digital image/scan is used in a:
 - Publication, the Postal History Foundation will receive a complimentary copy (book, magazine, etc.).
 - Digital exhibit, the Postal History Foundation will be sent a link to the exhibit.
 - Physical exhibit, the Postal History Foundation will be sent a press release. Media package, etc. about the exhibit.
- Credit for the image be given to The Postal History Foundation as:

Postal History Foundation.

User signature

I have read and agree to the Policies Governing Publication listed on this form:

Name (printed): _____

Signature _____ Date _____

Authorization

Approved by authorized Postal History Foundation personnel:

Name (printed): _____ Title: _____

Signature _____ Date _____