

# TERMS OF USAGE

**Photography Department, The Office of University Relations  
The University of Kansas, 1314 Jayhawk Blvd.  
Lawrence, KS 66045-1630 (785) 864-3256  
Fax: (785) 864-3339**

**FOR ALL CLIENTS WHO BORROW, PURCHASE OR USE PHOTOGRAPHS,  
PLEASE READ, SIGN AND RETURN THE FOLLOWING TERMS OF USAGE:**

Permission is granted to obtain copies of, reproduce and/or publish the photograph(s), subject to the conditions below:

1. The University Relations Photography Department retains all rights to the photograph(s). The original negative, original transparency or one-of-a-kind reference print will be retained by the UR Photography Department and cannot be loaned except through special authorization by the photography coordinator. An existing copy, if any, may be loaned; a new copy may be purchased.
2. Permission to publish or otherwise reproduce the photograph(s) is granted on a one-time basis only for the purpose stated herein. Usage rights are not transferable from user-borrower to another user. User shall not add to, subtract from, colorize, pixelate or otherwise alter a photograph without the written consent of the Office of University Relations (please submit proposal and sample). Very slight cropping and subtle changes in density, contrast and overall color balance do not require our approval.
3. The undersigned (user) agrees to be responsible for any claims or liability arising from copyright infringement or unauthorized use of material that may arise in its reproduction or use by the undersigned, including photographs of subjects for which there is no model release (legal release permission form).
4. The user agrees to pay the cost of duplicating film photography (i.e., reprint, dupe or scan), if required.
5. For commercial use, the user must submit a written request describing the proposed use. The director or associate director must approve requests of a commercial or for-profit nature. If approved, such use incurs a reproduction usage fee of \$100.00 per one-time use per image.
6. A credit line reading “ photographer's name / KU University Relations ” shall accompany reproductions of the photograph(s).
7. A copy of the publication, if any, shall be donated to the University Relations Photography Dept.
8. Any user to whom a photo(s) has been loaned also agrees to return all items intact within thirty (30) days. The user (borrower) also accepts liability for paying an invoice covering the following replacement costs for work which is overdue, lost or returned damaged: \$900.00 for an original transparency or negative, \$25.00 for 8x10 (inches) color print, \$15.00 for 8x10 or smaller black-and-white print, \$2.50 for each 35mm slide-dupe and \$15.00 for a digital storage disc (CD or zip). The user must return any originals in person (hand carry) or by insured carrier.

**Continued**

9. Project name: \_\_\_\_\_  
 \_\_\_\_\_
10. Project purpose: \_\_\_\_\_  
 \_\_\_\_\_
11. Audience: \_\_\_\_\_
12. Photo(s) needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Photo's purpose: \_\_\_\_\_
14. Other special terms and conditions: \_\_\_\_\_  
 \_\_\_\_\_

15.	Catalog no.	/	Nominal title of photo	/	Photographer's Name*
_____	_____	/	_____	/	_____
_____	_____	/	_____	/	_____
_____	_____	/	_____	/	_____
_____	_____	/	_____	/	_____
_____	_____	/	_____	/	_____

Create addendum when listing more than six photos.

\* Photo Credit = Photographer's Name / KU University Relations

16. The user has received the above photo(s) for \_\_\_(√) purchase or \_\_\_(√) loan.

Unless otherwise specified, loan returns are due 30 days past the date below.

17. The user hereby expressly consents to the above terms on this day of: \_\_\_\_/\_\_\_\_/\_\_\_\_.

18. User's signature: \_\_\_\_\_

19. User's name (print or type): \_\_\_\_\_

20. Company/department name: \_\_\_\_\_

21. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

22. Telephone:(\_\_\_\_\_) \_\_\_\_\_

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23. Signature for UR Photography Department: \_\_\_\_\_

24. Signature of UR Director or Associate Director: \_\_\_\_\_  
 ( for approving commercial use )

25. Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

UR Photo job number: \_\_\_\_\_

revised 5/22/00