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:
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* 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

02/01/06
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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