



Smithsonian
National Museum of the American Indian

4220 SILVER HILL ROAD, SUTTLAND, MD 20746-2863
PHONE: 301.238.1399 FAX: 301.238.3038

NMAIPHOTOS@SI.EDU
WWW.NMAI.SI.EDU

REQUESTOR INFORMATION			
DATE:			
NAME:		ORGANIZATION:	
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:			
EMAIL:			

INTENDED USE (REQUIRED)	
PUBLICATION TYPE(S)	
AUTHOR	
TITLE	
PUBLISHER & PUBLICATION DATE	
PRINT RUN & ADDITIONAL MEDIA (IF APPLICABLE)	

*CATALOG NUMBER	DESCRIPTION	FEE(S)

*ATTACH A SEPARATE LIST FOR REQUESTS THAT EXCEED FIVE ITEMS.

PREFERRED DELIVERY METHOD: FTP DVD REQUESTOR ALREADY HAS IMAGE

I AGREE TO THE TERMS AND CONDITIONS PRINTED ON PAGE TWO OF THIS FORM. (NOTE: <u>BOTH</u> PAGES OF THE FORM MUST BE SUBMITTED.)	
SIGNATURE:	DATE:

**PERMISSION GRANTED BY	
SIGNATURE:	DATE:

TOTAL AMOUNT DUE:

A COUNTERSIGNED FORM IS **REQUIRED FOR THE PUBLICATION OR DISTRIBUTION OF NMAI IMAGES.

PAYMENT (ADVANCED PAYMENT REQUIRED)			
<input type="checkbox"/>	CHECK ENCLOSED (MADE PAYABLE TO NATIONAL MUSEUM OF THE AMERICAN INDIAN)		
<input type="checkbox"/>	***CREDIT CARD	TYPE:	NUMBER:
			EXPIRATION DATE:
***THE ARCHIVES STAFF WILL TAKE CREDIT CARD INFORMATION OVER THE PHONE.			

THE NATIONAL MUSEUM OF THE AMERICAN INDIAN (NMAI) HEREBY GRANTS TO REQUESTER PERMISSION TO USE AND REPRODUCE THE FOLLOWING DIGITAL IMAGE(S) UNDER THE TERMS AND CONDITIONS SET FORTH BELOW:

1. Permission is granted for non-exclusive, one-time use only in print and/or electronic publication, for one edition, or for a prescribed length of time (unless otherwise specified below) only in connection with the project described on the attached Digital Image Request Form or other written request form. The digital image may not be used for any subsequent publication, edition or website use without express prior written approval from NMAI. Only digital material supplied by NMAI may be used for reproduction. No second-generation photography or downloading or copying of NMAI images from any other source is permitted.
2. Requester may not crop, alter, manipulate, superimpose, enhance, or otherwise change the digital asset in any manner without obtaining the prior written permission of NMAI.
3. This permission extends only to such rights as NMAI may have to authorize reproduction and does not purport to include any rights that persons other than NMAI may have under copyright law of the United States or the laws of other countries in which the requester's works may be published or distributed. Certain images may be protected by copyright, trademark, privacy, or publicity rights, or other interests not owned by NMAI. It is requester's responsibility to determine whether any such third party rights exist, to obtain all necessary permissions to use the image for the purposes set forth herein, and to pay any additional fees, if required, by other rights claimants.
4. Requester agrees to indemnify and hold harmless the United States, Smithsonian, NMAI, its regents, agents, and employees, from all claims, actions, judgments, and expenses (including reasonable attorney fees) arising from requester's use of the material provided pursuant to this request.
5. All reproductions of images must include the title, artist, and credit line (see below) provided by NMAI, including any copyright notice if specified by the Smithsonian. Placement of such credit information shall be in the caption associated with the image or in an appropriate place within the publication or on the website, for electronic publications.
6. If fees are assessed, requester must pay all fees in U.S. dollars in advance of delivery in accordance with instructions provided by the Smithsonian. Fees are non-refundable.
7. Any advertising or promotion by requester that uses the digital asset must be approved in advance by NMAI. Requester shall not use, reproduce, or refer to the name or logo of Smithsonian or any of its museums or units for publicity, advertising, or promotion purposes.
8. The applicant will supply NMAI with two gratis copies of the final publication no later than two months after the date of publication.

CREDIT LINE

UNLESS OTHERWISE INDICATED, FOR ALL PUBLICATIONS, BOTH PRINT AND ELECTRONIC, THE CREDIT LINE MUST READ:

- NATIONAL MUSEUM OF THE AMERICAN INDIAN, SMITHSONIAN INSTITUTION (CATALOG NUMBER).

IF THE IMAGE IS OF AN OBJECT, CITE THE SPECIFIC PHOTOGRAPHER, E.G.:

- NATIONAL MUSEUM OF THE AMERICAN INDIAN, SMITHSONIAN INSTITUTION (CATALOG NUMBER). PHOTO BY KATHERINE FOGDEN.

IF PHOTOGRAPHER IS UNKNOWN:

- NATIONAL MUSEUM OF THE AMERICAN INDIAN, SMITHSONIAN INSTITUTION (CATALOG NUMBER). PHOTO BY NMAI PHOTO SERVICES.

ADDITIONAL TERMS AND CONDITIONS