



Reproduction and Use Request

Please use this form to request reproduction and use of images from University of Victoria Legacy Art Galleries (the Legacy). Return the completed form to Caroline Riedel, Acting Director: curator@uvic.ca.

The Applicant

Name: _____ Position: _____

Institution/Affiliation: _____

Address: _____

City: _____ Province/State: _____

Postal/Zip Code: _____ Country: _____

Phone: _____ Email: _____

Website: _____

Images Requested

| Object # | Title | Maker |
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If you require more space, please attach a list on a separate page.

Delivery Method

- digital file sent by email or file transfer
- physical copy

Project Type

- Research, personal study or other Fair Dealing use under the Canadian *Copyright Act*
- Scholarly project
- Community-based initiative
- Commercial, for profit or advertising



Circulation

Private or Personal Use Only

Print Publication (Book, Catalogue, Journal, etc.)

Name of Publisher: _____

Title: _____

Location: Cover Interior Initial print run quantity: _____

publication date (anticipated): _____ cost to purchase (anticipated): \$ _____

Distribution: North America International Languages: _____

Exhibition

Title: _____

Curator: _____

Venue(s): _____

Start Date: _____ End Date: _____

Digital Publication, Virtual Exhibition, Blog or Website

Project Title: _____

Website name: _____

URL: _____

Cost: Free Available for purchase

Video (TV, film, etc.)

Title of the program: _____

Network: _____ Broadcast/release date(s): _____

Distribution: North America Worldwide Language(s): _____

Advertising, Merchandising or Other Use

Describe the project: _____



Terms and Conditions for Reproduction and Use

Third Party Rights Holders

Many artworks in the collection of the University of Victoria Legacy Art Galleries (the Legacy) are still in copyright. The copyright holder is likely the artist or their heirs/Estate.

It is the sole responsibility of the applicant to determine whether they need to obtain the permission of the artist or other rights holders in addition to the Legacy's in order to use the image(s) as the applicant intends and, if so, to obtain that permission.

Legacy's Rights

The Legacy retains its own rights to the images and designs in its holdings including any reproductions supplied or derived from the collections. The Legacy does not surrender its own right to publish the image(s) or grant permission for others to do so.

Re-use

Permission is for one-time use only, as described in this agreement, with no other rights. Duplicating, sharing, transferring, transmitting, selling, sub-licensing, trading, or leasing the Legacy still images, records or documents in any format is not permitted. Any use of the images not outlined in this agreement requires a signed agreement with the Legacy. An additional fee for the new use might be required.

Duration

Unless there is a signed agreement between the Legacy and the applicant, the duration of the agreement is five (5) years from the date on this application. Should the applicant wish to continue using the images after this period, the applicant must re-apply for permission from the Legacy and the rights holder (where appropriate).

Fees

The Legacy Art Galleries reserves the right to charge both usage and reproduction fees.

Image Credits

All reproductions must be credited to the Legacy. Image credits shall appear in close proximity to the image or in a special section devoted to credits. The credit line should include the following information where applicable: maker's name, title, accession number, credit line and photographer credit. The credit line will be supplied by the Legacy.



**University
of Victoria**

Legacy Art Galleries

630 Yates St. Victoria, BC V8W 1K9

Altering Images

Unless otherwise agreed upon in writing, images may not be altered without prior authorization including retouching, cropping and superimposing.

If this request is approved, the applicant agrees to all the conditions outlined above.

Signature: _____

Date: _____