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## Image Request Form

Date (mm/dd/yy):

Name:

Middle Name:

Surname:

City:

State:

Country:

Street:

Postal Code:

E-mail:

Tel.:

Mobile:

Organization/Institution:

Title:

Requested delivery date of images:

Delivery Via:

☐ Internet

Provide ftp server address, email, or other:

☐ USB/HDD/SD – Standard mail *(at cost of applicant)*

☐ USB/HDD/SD – Expedited *(at cost of applicant)*

☐ USB/HDD/SD – Sent via courier import account:

Company:

Account number:

Name:

**Mailing Address** *(if different from above)*

Name:

Address:

Postal Code:

City:

State:

Country:

Tel.:

Intended Use of Photographs:

☐ **Personal research** *(requested photographs will not be copied, reproduced or publicly displayed)*

☐ **Publication**

☐ **Exhibition / Performance**

☐ **Film / Video / TV / Streaming**

☐ **Website / Online platform**

☐ **Other** *(specify):*

**Description of project:** *(fill out all that is applicable)*

Project title:

Author / Project organizer:

Publisher/Producer / Institution:

Contact details *(if different from above)*:

Address:

Contact person:

E-mail address:

Phone number:

*For Publications:*

Scope of distribution:

Publication date:

Print run:

*For Film/Video/TV/Streaming:*

Air/Screening date(s):

Broadcast/Screening location(s):

*For Exhibitions:*

Exhibition duration:

Venue(s):

Summary of project: *(less than 100 words)*

What role will the requested images play in this project?

What questions do you anticipate this project will provoke?





**Please fill either section 1 or 2**

**1. If you need research assistance to choose photographs, please fill out the following:**

Topic:

Period:

Region:

Cities:

Photographic process:

Colour / Monochrome:

Photography genres:

Photographer:

Identified persons/places/events:

Keywords:

Other criteria (specify):

**2. If you know the references of the items you would like to use, please fill out the following table:**

[illegible]

***\*Please save the application, (file name: your first initial and last name ex: jsmith.pdf) as .pdf, and send to [hello@arabimagefoundation.org](mailto:hello@arabimagefoundation.org).***

**Ten days are needed to process the photo request.**

**Once reviewed, the AIF will prepare a quotation detailing the copyright fees incurred.**



## Conditions of Use

1. All requests to reproduce photographs from the Arab Image Foundation (AIF) collections must be submitted in writing. The applicant agrees to abide by all terms, conditions and provisions of this agreement.
2. Permission for reproduction is granted **only for the expressed purpose** described in this application. This permission is non-exclusive. The right to reproduce photographs from the AIF collections is granted on a **one-time basis only**. Any further reproduction of the material is prohibited without the expressed written permission of the AIF. Any subsequent use for publications, (including subsequent editions, paperback editions, foreign language editions) for exhibitions (including touring of an exhibition or showing a reduced version of the exhibition) constitutes reuse and must be applied for in writing to the AIF. Any change in use from that stated on the application requires permission of the AIF. **An additional fee may be charged for reuse or change in use.** In the event the applicant engages in unauthorized reproduction of the photographs, the applicant agrees to pay the AIF a sum equal to three times the normal copyright fee, not as a penalty but as liquidated damages agreed upon due to the difficulty in assessing actual damages incurred; the AIF may in the event of unauthorized reproduction require surrender of all materials containing such unauthorized reproductions, and the applicant agrees that such materials shall be immediately surrendered upon receipt of request from the AIF.
3. The AIF reserves the right to refuse reproduction of its holdings and to impose such conditions as it may deem advisable in its sole and absolute discretion to be in the best interests of the AIF. The AIF reserves the right to refuse any order for reproductions, which it feels, might damage the original. The decision to allow reproduction of the AIF collections rests solely with the collection manager of the AIF. The AIF reserves the right to restrict the printing size.
4. Each photograph must be **reproduced unaltered and in its entirety**; the photograph cannot be cropped, tinted, overprinted with text or caption, retouched or otherwise modified. All **reproductions must include the name of the AIF in a caption or credit**. Credit should appear in close proximity to the image or in a special section devoted to credits. (see caption form). The AIF reserves the right to examine proofs and captions for accuracy and sensitivity prior to publication with the right to revise if necessary.
5. The applicant agrees to send the AIF **one copy of the published work at no charge**.
6. The AIF performs the service of reproduction for which a fee is charged. The copyright fees will be agreed upon depending on the use of the photographs. A quotation for both reproduction and copyright fees will be sent to the applicant. All postal charges are at cost of the applicant.

Full name:

Signature: