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I/We _____ (Name/Institution)
request permission to publish, exhibit, or broadcast materials from the Connecticut State Library.

I/we agree to abide by the following restrictions and requirements **(PLEASE READ CAREFULLY AND THOROUGHLY)**:

1. Written permission must be secured from the Connecticut State Library to publish, broadcast, exhibit, resell, or otherwise disseminate or make available in any form, including digital or Web publishing (hereinafter “publish”), any materials, collections, or portions of collections obtained directly or indirectly from the State Library.
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5. Each item must be published unaltered and in its entirety, unless alteration is approved in advance and in writing by the State Library. Graphic images must be full-tone black-and-white, sepia, or full color. When approved, alterations such as cropping, bleeding off the page, or printing on color stock or with colored ink must be noted in the complete credit line. When use of a detail is approved, the word “detail” must appear in the caption and in the complete credit line. Superimposing text or other items on an image may be approved only when it will not significantly obscure the image. If so requested by the State Library, a proof must be provided to and approved by the Library before publication.

6. Images and data must not be further published in any digital media in excess of fair use without the express permission of the Connecticut State Library. Digitized copies of State Library materials may only be published on the World Wide Web for a mutually agreed upon length of time as a temporary exhibit. Digital images must be posted at a resolution of 100 dpi or less.
7. Publishers, advertisers, film-video producers, and others publishing or broadcasting in any format, agree to provide the Connecticut State Library with at least one (1) complete copy of each item, advertisement, publication/book, database, digitized image, video or slide of exhibit, etc. in which the material appears. In lieu of this provision, the State Library may, at its discretion, request royalties, page credits, free access to on-line products, or other agreed upon terms.
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9. The applicant agrees to use the materials for appropriate and legal purposes, and to defend, indemnify, and hold the State of Connecticut, the Connecticut State Library, and any State Officers or employees or their agents or successors, harmless as to any actual or alleged copyright infringement or any other claim(s) rising from applicant's use of the State Library material(s).
10. The laws of the State of Connecticut shall govern any disputes arising under this agreement.
11. If approved by the Connecticut State Library, this completed and signed request contains the full and complete agreement between the applicant and the State of Connecticut, Connecticut State Library, and it cannot be altered or amended except in writing, signed by the applicant and a duly authorized representative of the Connecticut State Library.

Materials Requested:

Artifacts____	Graphic Images____	Manuscripts____	Photographs____	Printed Materials____	Other____
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Please include RG, series, box, and folder numbers if from an archival Record Group; call number and title if from classified collections; artifact accession number, or other appropriate designation.

1. _____
2. _____
3. _____
4. _____

(List additional items on the last page of this form.)

Use to be Made of Material Requested (check one)

Article ___ Book ___ Broadcast/film ___	Electronic ___ Exhibition ___ Family History ___	Home video ___ M.A. thesis ___ Online ___	Other ___ Ph.D. dissertation ___ Promotional ___
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(Title of Publication/Display/Film, etc.)

(Brief description of use, size of printing, display etc.)

(Anticipated Date or Duration of Use)

I/We certify that I/we are vested with full authority to execute this request and agreement, that the information entered is true and accurate, and that I have read and agree to all stated terms and conditions.

Signature of Applicant

Date

Print Name of Applicant

Institution

Address

City/State/Zip Code

Phone Number

E-mail

STAFF USE ONLY

___ Conditional permission is granted for publication of the items and use described on this form subject to approval of a proof by the Library prior to publication.

_____(Name) _____(Title) _____(Date)

___ Final permission is granted for publication of the items and use described on this form.

_____(Name) _____(Title) _____(Date)

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(Attach a separate List of Materials Requested if necessary.)