



The American University in Cairo
Rare Books and Special Collections Library

**Application for Permission to Publish or Broadcast
Rare Books and Special Collections Library Materials**

Name: _____

Institutional Affiliation: _____

Address: _____

Email: _____ Telephone: _____

Publication and Broadcast Information

Publication or Broadcast Type:

For exhibits, performances, or other uses please modify the requested information as needed.

☐ Book ☐ Article ☐ Online (internet website, social media etc.) ☐ Dissertation/Thesis

☐ Film/Documentary ☐ Television ☐ Recorded Media (DVD, etc.) ☐ Other: _____

Title of Work: _____

Author/Editor/Producer: _____

Publisher/Production Company/Broadcaster/Website: _____

Projected Publication/ Release Date: _____

☐ Commercial/For-Profit Project ☐ Non-Commercial/Not-for-Profit Project

Rights Requested: ☐ One Country ☐ Worldwide ☐ One Language ☐ All Languages

Digital Format Requested: _____ Resolution Requested: _____

Projected Extent of Distribution (number of copies/broadcast outlets, etc.): _____

Description of Items to be Published or Broadcast

List and describe as fully as possible the documents or images intended for use. Include the collection name and container number where applicable. Attach additional pages if necessary.

PLEASE READ CONDITIONS OF USE ON REVERSE AND SIGN BELOW
I AGREE TO THE CONDITIONS AND TO PAY ANY SPECIFIED FEES

Applicant Name (Print): _____

Applicant Signature: _____ **Date:** _____

To be completed by Rare Books and Special Collections Library Staff

☐ Permission Granted ☐ Permission Denied (Reason: _____)

☐ Rights Fee Charged (Amount: _____) ☐ Rights Fee Waived

RBSCCL Staff Member Name

Title

Signature

Date



**The American University in Cairo
Rare Books and Special Collections Library
Application for Permission to Publish or Broadcast
Rare Books and Special Collections Library Materials**

Conditions of Use and Agreement

The Rare Books and Special Collections Library considers requests to publish or broadcast, or otherwise use materials from its collections on a case-by-case basis, and reserves the right to refuse the reproduction of its materials in published, broadcast, or other form.

1. The applicant is responsible for obtaining required copyright permissions from copyright holders.
2. Permission to publish or broadcast library materials is conditional upon advance payment of the specified rights fees, which are negotiated upon a case-by-case basis. Rights fees are charged in addition to any duplication charges. Fees are charged to support the library's work in preserving and making available its collections. For purposes of charging fees, the Rare Books and Special Collections Library reserves the right to judge whether a project is commercial or non-commercial in nature.
3. Permission to publish or broadcast library materials is for a one-time use only, and is granted solely to the specified applicant. The specified applicant may not further reproduce or make copies of any of the granted materials. For the avoidance of doubt, the specified applicant may only print – and for one-time only pursuant to the provisions of this clause – the granted materials, in the case they are granted in a digital form. Permission may not be transferred, assigned, sold, or otherwise disposed without the written permission of the Rare Books and Special Collections Library.
4. All materials used in publications must be properly cited. Images should be accompanied by a credit line reading as follows:

Courtesy of the Rare Books and Special Collections Library, The American University in Cairo.
If copyright is held by the library, use the following:

© Rare Books and Special Collections Library, The American University in Cairo
Publications should also include a bibliography giving a full citation (listing collection name) for materials used.
5. A complete copy of the published or broadcast work (or associated material, such as publicity documents) must be given to the library for its collections.
6. THE APPLICANT WILL DEFEND AND HOLD HARMLESS THE RARE BOOKS AND SPECIAL COLLECTIONS LIBRARY, THE AMERICAN UNIVERSITY IN CAIRO, ITS BOARD OF TRUSTEES, ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES INCLUDING ATTORNEYS' FEES INCURRED BY COPYRIGHT INFRINGEMENTS OR ANY OTHER LEGAL OR REGULATORY COURSE OF ACTION ARISING FROM USE OF RARE BOOKS AND SPECIAL COLLECTIONS LIBRARY MATERIALS.
7. In case the specified applicant breaches any of the provisions of this Agreement, then Rare Books and Special Collections Library shall be entitled to damages paid by the applicant, the amount of which shall be solely determined by the Rare Books and Special Collections Library according to its discretion.
8. This Agreement represents the entire agreement between the Rare Books and Special Collections Library and the specified applicant in relation to its scope, and shall supersede any other written or oral agreements and/or arrangements.

