

Permission to Publish, Exhibit, Broadcast or Other Use Request Form

(For items the State Library owns all or a part of the copyright)

Name

Institution

Address

City State Zip

Phone No. Email

Materials Requested (check all that apply)

- Artifacts Manuscripts Images Digital File Printed Materials

Other:

If from an archival Record Group, please include RG, series, box, and folder numbers; call number and title if from classified collections; artifact accession number, or other appropriate designation.

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

Use to be Made of Material Requested (check all that apply)

- Article Book Broadcast Digital Exhibition Family History MA Thesis

Ph.D. Dissertation Internet Promotional Other Use

Title of Publication/Display/Film, etc.)

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

(Anticipated Date or Duration of Use)

I/We have read the Connecticut State Library's Permission to Publish, Exhibit, or Broadcast policies and procedures and agree to abide by its restrictions and requirements. 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 Print Name Date

**Please e-mail completed form to CSL.collserv@ct.gov or mail to
Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106
Attn: Collection Services**

LIBRARY STAFF USE ONLY

Permission is granted for publication of the items and use described on this form.

Name Title Date

Permission to Publish, Exhibit, Broadcast, or Other Use
Reproductions of Materials From the Connecticut State Library or Museum of Connecticut History

(Note: In general, this policy concerns the use of Connecticut State Library collections that go beyond the "fair use" provisions in copyright law. For example, reproducing materials for personal and educational use usually does not require permission. For all other uses, however, you will need permission from the copyright holder.)

The Connecticut State Library encourages the use of its collections for publication and welcomes requests to reproduce its materials. All those requesting permission to publish, exhibit, or broadcast materials held by the Connecticut State Library should follow the policies and procedures outlined below.

1. By providing access to materials, or by supplying a reproduction of materials, the State Library does not authorize publication of this material. Except in cases where items are already in the public domain, researchers must obtain the permission of the copyright holder before publishing, exhibiting, or broadcasting items found in State Library collections. Also, some materials may be protected by other intellectual property or privacy laws. Though the State Library will sometimes assist researchers in determining the rights relating to specific library material, responsibility for determining copyright ownership or other rights rests solely with the researcher.
2. In cases where the Connecticut State Library holds copyright of the material reproduced, the State Library will consider providing a non-exclusive right to publication, exhibition, or broadcast. Researchers should fill out and submit the form below. Permission to publish is granted for the mutually agreed upon use as described on this form. In giving such permission, the State Library does not surrender its own right to publish, exhibit, or broadcast the material. It is the responsibility of the researcher to determine if the item reproduced requires copyright permission from other copyright holders.
3. The Connecticut State Library sometimes labels material produced by the State Library with a Creative Commons license. In these cases, researchers may use the materials according to the license included with the material. Any use not covered by the license, however, will require submission of a permission to publish form and the State Library will consider providing a non-exclusive right to publication, exhibition, or broadcast.
4. When publishing, exhibiting, or broadcasting any material from the Connecticut State Library or Museum of Connecticut History (regardless of copyright status), researchers should use the following credit line: "collection name, Connecticut State Library" or "Museum of Connecticut History." For items in the Archives, use: "title of item, record or picture group, State Archives, Connecticut State Library." Example 1: [Name or description of photo], PG 460, Colt Firearms Industry Collection, ca, 1864-1926, State Archives, Connecticut State Library. Example 2: "Signed Labor/Management Agreement Not to Strike During the War," Record Group 005, Governor Robert Hurley, State Archives, Connecticut State Library.
5. In cases where the Connecticut State Library holds copyright of the material reproduced and has given permission for its reproduction, the applicant must provide attribution (as outlined in #4 above) and must provide the State Library with a copy of the item in which the material appears.
6. Also, any time there is a significant amount of material from Connecticut State Library or Museum of Connecticut History collections used in a publication, exhibit or broadcast, the State Library should receive a copy of the item in which the material appears.
7. If approved by the Connecticut State Library, the completed and signed permission request form 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.
8. The laws of the State of Connecticut shall govern any disputes arising under this agreement.