



UNIVERSITY OF
CENTRAL FLORIDA



RICHEs Archive Release

On this form, I _____, represent the archive, _____
(hereinafter the "Archive").

I grant the Regional Initiative for Collecting the History, Experiences, and Stories (RICHEs) project directors and distributors the right to exhibit and reproduce postcards, maps, drawings or other images housed in the Archive (hereinafter "Images"), for educational, advertising, or other purposes in any print, digital or other media format, including the RICHEs Mosaic Interface (RICHEs-MI). Formats may include but are not limited to walking tour brochures, mobile phone applications, publications, exhibits, displays, advertisements, podcasts, the internet (i.e. RICHEs-MI), or DVDs. The Images from the Archive that may be reproduced by RICHEs are:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

By signing this form, I acknowledge and understand that the Images will be used by the RICHEs project directors and distributors in any media format, publicly or privately.

The directors and distributors of RICHEs will properly attribute the Images to the Archive in the form of citations, captions, credits or any other format that is appropriate for the medium in which the image is shown; however, the Archive does not expect and will not receive monetary compensation for exhibition or reproduction of the Images.

The Archive has the right to give this permission to reproduce and distribute the Images. The Archive will indemnify and hold harmless RICHEs, its officers, directors, employees, legal representatives, agents, successors and assigns, from and against an damages, liabilities, costs and expenses arising out of any third party claims based on a claim that data, information, images, or any other materials provided to RICHEs infringe on any U.S. Patent, copyright, or trademark of a third party. The Archive waives any rights, claims, or interest that it may have to control the use of the Images, including the right to approve the use of the Images before they are shown in public. I understand that this release will apply to all current and future administrators of the Archive. I have read and understood the above statement, and am competent to execute this consent and release on behalf of the Archive.

Name:

Signature:

Institution Address:

Institution Phone:

Institution Email:

Date:



UNIVERSITY OF
CENTRAL FLORIDA



RICHEs Archive Release Conditions

Please include as much information as possible.

Description of Materials (copy of Deed of Gift and other case file materials also acceptable):

Number of Images: _____

Creator/Publisher: _____

Provenance: _____

Collection Name: _____

Box and Folder Number: _____

Call/Accession Number: _____

Subject Content of Materials (i.e. African American history in Sanford, Florida): _____

Medium (Are the Images in black and white, or color? Are the Images photonegatives, 3x5" photographs, newspaper articles, correspondence, ephemera, etc.): _____

Restrictions (check all options that apply):

_____ It is the Archives wish to make the Images immediately available to RICHEs, therefore there are no restrictions. This includes displaying the Images on the RICHEs Mosaic Interface (RICHEs-MI).

_____ It is the Archives wish that the Images NOT be displayed and accessed on the RICHEs-MI.

Explain: _____

_____ It is the Archives wish that all Images be retained and accessed only after (date) _____.

Explain: _____

_____ Other (explain): _____



UNIVERSITY OF
CENTRAL FLORIDA

Copyright Statement (check one option that applies):

Since the Images described above are housed in the defined Archive, RICHES understands that it does not have copyright to the original or digital copies of the Images (by signing the form, the Archive understands that although RICHES does not have copyright to the Images, RICHES is still given permission to use and reproduce the Images). When displayed on the RICHES-MI the metadata for all the listed Images will include a rights holder statement created by RICHES identifying the appropriate repository with the copyright to the Images. The statement reads, "Copyright to this resource is held by the [name of repository] and is provided here by RICHES for educational purposes only."

The Archive accepts the copyright statement created by RICHES and will allow all of the Images displayed on the RICHES-MI to contain the above copyright statement.

Name of Repository (no abbreviations): _____

The Archive does NOT accept the copyright statement created by RICHES, and would rather have the following copyright statement below included for all of the Images displayed on the RICHES-MI:

RICHES-MI Staff Use Only:

Name of RICHES-MI Collection: _____

RICHES-MI Image Identifiers: _____

Date of Acquisition: _____

Staff Name and Initials: _____