

## Request to Use Material in a Publication

I request permission to use the following material physically owned by the Gay, Lesbian, Bisexual, Transgender Historical Society (GLBTHS) in a publication (attach additional list if needed):

Archival Item Information	Description of Archival Item
Collection Name: Collection Number: Box Number (if known): Folder # or Title (if known):	

**I request permission to use the material in the following publication:**

Author(s)/creator(s):

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Title or description:

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Publisher or sponsor:

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Place of publication and date:

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**Check the appropriate classification and type of your publication.**

Commercial (Use in a profit-making venture or by a profit-making entity) <input style="width: 50px; height: 20px;" type="checkbox"/>	Non-commercial (Use by non-profit entities, public broadcasters, accredited educational institutions, or government entities) <input style="width: 50px; height: 20px;" type="checkbox"/>
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Book, magazine, journal article, web publication, newspaper, or self-published work	<input style="width: 40px; height: 20px;" type="checkbox"/>
Social media	<input style="width: 40px; height: 20px;" type="checkbox"/>
Book jacket or cover illustration	<input style="width: 40px; height: 20px;" type="checkbox"/>
Print advertisement, brochure, flyer, postcard, poster, or novelty item	<input style="width: 40px; height: 20px;" type="checkbox"/>
Presentation for a conference or meeting	<input style="width: 40px; height: 20px;" type="checkbox"/>
Unpublished thesis or dissertation	<input style="width: 40px; height: 20px;" type="checkbox"/>
Film/documentary, television production, broadcast media advertisement, podcast	<input style="width: 40px; height: 20px;" type="checkbox"/>
Exhibit	<input style="width: 40px; height: 20px;" type="checkbox"/>
Live performance	<input style="width: 40px; height: 20px;" type="checkbox"/>
Re-permission (subsequent edition, new medium, language, etc.)	<input style="width: 40px; height: 20px;" type="checkbox"/>

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Permission to use material in a film/documentary or television production is granted for all media, worldwide, for the life of the production.

**All material must be credited. The credit line should read:**

[Item description], [Collection name (collection number)], Courtesy of Gay, Lesbian, Bisexual, Transgender Historical Society.

Email request form to [reference@glbthistory.org](mailto:reference@glbthistory.org) or mail to GLBT Historical Society, 989 Market St., Lower Level, San Francisco, CA 94103.

The undersigned will send GLBTHS, without charge, a copy of the publication in which material is used.

**I have read, understand and agree to abide by all the above provisions.**

Name of Applicant: \_\_\_\_\_

Organization or company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For staff use:** Permission granted: \_\_\_\_\_ Date: \_\_\_\_\_

Not valid without signature

Payment Amount: \_\_\_\_\_ Paid by [  ] Cash [  ] Check [  ] Credit Invoice #: \_\_\_\_\_

## Fees to Use Material in a Publication

Use fees may be assessed when materials are used in a publication. Use fees are charged in addition to any duplication costs. A Request to Use Material in a Publication form is required for all publication requests.

### Use of Moving Images & Audio

Type of Publication	Commercial use	Non-commercial use
Film/documentary, television production, broadcast media advertisement	\$10 per second	\$2 per second
Web publication or podcast	\$5 per second	\$1 per second
Live performance	\$5 per second	\$1 per second
Presentation for a conference or meeting	No charge up to 60 seconds	No charge up to 60 seconds
Exhibit	Contact the <a href="#">GLBTHS Registrar</a> for negotiated use rates	
Unpublished thesis or dissertation	No charge up to 60 seconds	

### Use of Still Images

Type of Publication	Commercial use	Non-commercial use
Book, magazine, journal article, web publication, newspaper, or self-published work, excluding social media	\$75 per image	\$30 per image
Social media	\$30 per image	Free (with this form and appropriate citation of the GLBT Historical Society)
Book jacket or cover illustration	\$150 per image	\$75 per image
Print advertisement, brochure, flyer, postcard, poster, or novelty item	1-100 / \$150 per image 101-500 / \$300 per image 501-1000 / \$500 per image 1000+ / to be negotiated	1-100 / \$30 per image 101-500 / \$75 per image 501-1000 / \$150 per image 1000+ / to be negotiated
Film/documentary, television production, or broadcast media advertisement	\$75 per image	\$30 per image
Exhibit	Contact the <a href="#">GLBTHS Registrar</a> for negotiated use rates	
Live performance	\$50 per image	\$15 per image
Presentation for a conference or meeting	No charge up to 10 images	No charge up to 10 images
Unpublished thesis or dissertation	No charge up to 10 images	
Re-permission (subsequent edition, new medium, language, etc.)	50% discount off original use fee	

**PROJECT FEE:** At the discretion of GLBTHS, a project fee can be negotiated for projects requesting bulk material, multiple types of use, or other unique circumstances.

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**COMMERCIAL USE:** Use in a profit-making venture or by a profit-making entity.