



# Imaging Request

## Principal Investigator/Authorized Agent

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## Project Details

Name: \_\_\_\_\_

What specimen(s) or material(s) will be used for the project?

☐ Fossil Eggshell

☐ Fossil Vertebrate

☐ Invertebrate Paleontology

☐ Paleobotany

☐ Trace Fossil

*Please attach a list of the specimen(s) that will be used for the project. For all specimen(s) being requested, please include the catalog number, taxon, element/description, and locality number of the specimen.*

What is the intended use of the images?

*Check all that apply. Please attach a detailed project description that explains the purpose of the research and justify the need of the imaging.*

☐ Personal

☐ Media/News

☐ Scientific/Research

☐ Art/Visual Art/Exhibit

☐ Educational/Outreach/Exhibit

☐ Commercial

☐ Other: \_\_\_\_\_

Is it requested that the imaging be done by University of Colorado Museum of Natural History (CUMNH) Paleontology Section Staff?

☐ Yes. *Skip the rest of the questions in this section.*

☐ No. *Please answer the rest of the questions in this section.*

List the types of methods, procedures, or techniques that will be used in this project:

When will the imaging take place? \_\_\_\_\_

Where will the imaging take place?

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

*Attach additional institutional contact information, as needed*



Do you intend to publish the images?

☐ No

☐ Yes

Expected Publication(s): \_\_\_\_\_

Publisher: \_\_\_\_\_

Author(s)/Editor(s): \_\_\_\_\_

Expected Publication Date: \_\_\_\_\_

### Use Fee

No use fee will be applied if the images will be used in projects that do not intend to publish (unless the unpublished use is commercial in nature), used in scholarly endeavors (i.e. research and teaching), used for publishing in a research journal, or used by non-profit organizations for non-commercial purposes.

The Paleontology Section will charge a use fee for any commercial uses and may charge a use fee for any requests that appear commercial in nature. The fee will be assessed on a case-by-case basis, as determined by the curator and collection manager. The use fees help support the Museum's mission, research aims of the Paleontology Section, and continued preservation of all digital media. An invoice will be attached to this agreement and the use fee must be paid in advance before the images will be distributed. The use fees per image are as follows:

- One-time editorial use (textbook, exhibition, catalog, magazine, documentary film, video, etc.): \$100
- One-time non-editorial use (cover, book jacket, album cover, etc.): \$100
- Special media use (commercial motion picture, television, on-line, videotape, etc.): \$250
- Special media use plus advertising, download to own, festivals, worldwide distribution: \$250 plus additional fees that will be negotiated.

### Signature

I hereby recognize that my request, if approved, is nonexclusive and nontransferable, agree to pay the use fee (if applicable) and will comply with the conditions on Page 3 of this form. Please sign and send this form to an appropriate curator or collection manager.

PI/Authorized Agent: \_\_\_\_\_  
*Signature* *Print* *Date*

### Authorization

Date Request Received: \_\_\_\_\_

☐ Request Denied  
*Explanation Attached*

☐ Request Approved

☐ Use Fee Waived

☐ Use Fee Applied  
*Invoice Attached*

Curator: \_\_\_\_\_  
*Signature* *Print* *Date*

Collection Manager: \_\_\_\_\_  
*Signature* *Print* *Date*

## Conditions of Imaging Requests

### Request Submittal

All imaging requests, including all attachments, must be submitted to the Paleontology Section no later than two weeks prior to the date(s) the specimen(s) are needed. All requests will be reviewed by the curator and collection manager of the collection whose specimens belong to. Any requests for commercial use will only be approved if it conforms to the mission of the CUMNH and the research aims of the Paleontology Section. After approval, the specimen(s) requested will be loaned to the principal investigator/authorized agent. The principal investigator/authorized agent must agree to the requirements and conditions for outgoing loans as stipulated in the Paleontology Section's Collections Management Policy. The Paleontology Section reserves the right to deny any imaging requests and limit the number of specimens that will be used in the request at its discretion.

### Financial Responsibility

All costs of the imaging, replication/reproduction, or other authorized methods and uses are the responsibility of the principal investigator/authorized agent unless otherwise indicated in writing.

### Use of Unauthorized Methods, Procedures, or Techniques

If publishing, the principal investigator/authorized agent agrees to publish the supplied images only in accordance with the terms of this agreement. Furthermore, the licensee shall not assign this permission to any third party without the proper express written consent of the CUMNH, and any purported assignment without such consent shall be void. Any unauthorized imaging, replication, reproduction, or the use of other methods, procedures, or techniques conducted without the knowledge or consent of the Paleontology Section will result in immediate suspension of loans, access, and future use of the collections.

### Return of Specimen(s)

After using the specimen(s) and images the principal investigator/authorized agent is required to send all information, images (including photographs, surface scans, CT scans, etc.), contact sheets, exposures, and any data gained from the project to the Paleontology Section so that it can be included in the catalog record for the specimen(s). The principal investigator/authorized agent is permitted to keep any computerized 3D models produced in the imaging or replication/reproduction process. All permissions are for one-time use only. Any future imaging and replications/reproductions must be approved by the Curator and Collection Manager.

### Copyright and Licensing

All images, illustrations, or other depictions of Paleontology Section specimens taken by CUMNH staff, except for faculty, are copyrighted by the CUMNH. By signing this form, the principal investigator/authorized agent agrees to transfer all copyrights and intellectual property rights of all the images taken for this project to the CUMNH.

All images, illustrations, or other depictions of Paleontology Section specimens taken by CUMNH staff, except for faculty, are held under the Creative Commons Attribution-NonCommercial 4.0 International Public License (CC BY-NC 4.0). The principal investigator/authorized agent is required to apply the CC BY-NC 4.0 license to any image, illustration, or other depiction of Paleontology Section specimens that they create.

The principal investigator/authorized agent may not share, copy, redistribute, adapt, remix, transform, build upon or alter the image(s) without approval. The principal investigator/authorized agent may not use the images, illustrations, or other depictions for commercial purposes without approval. Any future imaging or image needs that are not included in the initial request must be approved by the curator and collection manager. Additional usage fees may apply to any future imaging or image needs.

### Credit

The principal investigator/authorized agent must give credit to the University of Colorado Museum of Natural History, and in some cases the federal or state government agency owner of the specimen(s), in any publications, professional papers, images, replications, presentations, exhibit labels, or other media bearing images of Paleontology Section specimen(s). The credit line must include the catalog number of the specimen imaged, the CC BY-NC 4.0 (which should be a link to the CC BY-NC 4.0 webpage, otherwise provide a link to the license at the end of the credit line), the year the image was created, and the name of the CUMNH written as "University of Colorado Museum of Natural History Paleontology Section". The proper name of the federal or state government agency owner will be provided when necessary. The principal investigator/authorized agent will send copies of any publications, professional papers, exhibit labels, or other media bearing the images of Paleontology Section specimen(s) to the CUMNH, and in some cases the federal or state government agency.