

Tennessee State Library & Archives Image Use Guidelines & Agreement

The Tennessee State Library & Archives in no way waives its right to future publication of the image(s) supplied to you (the user) or the right to grant others permission to use them. Users are solely responsible for determining the copyright status of items, for obtaining necessary permissions and paying associated fees that may be necessary for the intended use.

The Library & Archives does not sign contracts assigning rights or licensing materials. There may be a fee for the use of large amounts of requested materials where extended staff time and extra material expense are incurred. Otherwise, the only fees incurred by users are for the reproduction of materials requested.

Conditions for Image Use

1. Proper attribution is required by using the credit line, "Courtesy of the Tennessee State Library & Archives." Specific citation of where the image is located (collection, box, folder, etc.) should be made in an acknowledgements section, footnote, or bibliography.
2. Images may be resized by the user.
3. Besides resizing, images are not to be digitally manipulated in any way without expressly noting "Image has been altered from the original."
4. Images are to be used only once for the purpose listed on this form. Any subsequent or different use constitutes a re-use and must be applied for by writing to the Digital Work Group at ask@tsla.libanswers.com. Being approved does not authorize the user to grant others permission to use these images.
5. User assumes responsibility for questions of copyright that may arise in the use of the TSLA image(s).
6. TSLA reserves the right to:
 - to restrict the use and reproduction of materials
 - to make a special price quote for materials involving difficulty in handling or scanning
 - to charge a different fee than specified for such services
7. The Library and Archives encourages the researcher to provide the Library & Archives with one complimentary copy of the finished work for its collections.

By signing, I hereby agree to the conditions in the form and to give proper attribution by using the credit line listed above. I assume full responsibility in regard to copyright. I understand that this form allows only one time use rights for the publication or media listed on the second page.

Tennessee State Library & Archives Image Use Guidelines & Agreement

Title, ID# and collection name of images used	
Publication/media title or URL	
Your name and title <i>(please print)</i>	
Your email or phone	
Signature	
Date	

Submit form to ask@tsla.libanswers.com or send this as an attachment in your reply to the last message about your order.