

Hampton University Museum and Archives
Request for Photographic Reproductions
Hampton University
Hampton, Virginia 23668

Name _____ Date _____

Mailing Address _____

Academic Status (if any):

Hampton University undergraduate _____
 Hampton University graduate student _____
 Hampton University faculty member _____
 Hampton University staff member _____

Identification statement not included in the left hand column:

1. I hereby apply for a photographic copy of the document(s)/object(s) listed:

Document/Object Description	Archives/Museum Identification Number	Size and Quantity Requested
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The photograph(s) will be used in:

Printed Material	Audio-Visual Material
Title	Edition (if appropriate)
Author	Publisher Publication Date
(Audio-visual) Title of Production/Media	Producer

Interest Audience _____ (over)
 PHOTOGRAPHIC
 REPRODUCTIONS

3. The purpose of the publication/audio-visual material is:

_____ Scholarly research _____ Other (please explain)
_____ Public interest
_____ Education

4. The publication/production of the photograph(s) will appear in:

_____ a profit making *publication* _____ a profit making *production*
_____ a non-profit making *publication* _____ a non-profit making *production*

5. Comments – Please indicate significance of a photograph(s) to your intended production.

I agree to limit the photograph(s) to the edition and production identified. I understand that no copies can be made of the photograph(s) without securing prior written approval from the appropriate office(s) at HAMPTON UNIVERSITY.

Each reproduction of the photograph(s) shall bear the credit line:

Hampton University's
Archival and Museum Collection
Hampton University
Hampton, VA

Signature

Date

FOR INTERNAL USE ONLY

Archives/
Museum
Action -

Vice President for
Academic Affairs
Action-

Vice President for
Business Affairs
Action -

President of
the University
Action-

Signature

Signature

Signature

Signature

COMMENTS (if any):
