

**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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_