

DIGITAL ASSET REQUEST AND USAGE FORM

If you wish to (i) make a **commercial use*** of a Smithsonian digital asset; (ii) use a Smithsonian digital asset beyond what is permitted at www.si.edu/termsfuse; (iii) obtain or use for non-commercial purposes a digital asset that is not publicly accessible on the Smithsonian website; or (iv) request that the Smithsonian generate a digital asset where it does not yet exist, complete this form and send or fax it to the appropriate museum or unit. See www.si.edu/termsfuse for contact information. Do not use this form for requests to film on Smithsonian premises; make those requests at www.si.edu/film-request-form. Permission to use the digital asset is subject to review and approval by the Smithsonian. Conditions for usage are set forth below on this Form.

The Smithsonian reserves the right to charge a fee.

Completion of this form is not required for digital assets marked with the Creative Commons Zero icon and may be used in accordance with the terms of use at: www.si.edu/termsfuse.

***Commercial use** means any use of a Smithsonian digital asset in which the asset is marketed, promoted and/or sold; or is incorporated into a product, publication, or media-form that is marketed, promoted, and/or sold. Examples include, but are not limited to, consumer merchandise, journals and periodicals, books, trade publications, advertisements, websites with paid advertising and fundraising materials.

Requestor Information			
Requestor name:			
Title:			
Organization:			
Address			
Address line 1:			
Address line 2:			
Town/City:	State:	Zip Code:	
Country:			
Telephone:			
Email:			
SI Affiliation:			
Prior request(s) for same project: N/A No Yes			



Intended Use	
Title:	
Producer/Publisher:	
Project Description (Please include fee to be charged for the end product. If the project is audiovisual, please include length of the completed program and how many minutes of the completed program will include Smithsonian content.):	
Type of Media:	
Number of Print Run/Copies to be produced:	
Geographic Distribution:	
License period: From:	To:

List of Requested Assets		
1.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
2.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
3.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
4.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
5.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
6.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
7.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
8.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
If additional assets need to be added, please use supplementary sheet 2a (page 4).		



GENERAL CONDITIONS ON REPRODUCTION AND USE

The following conditions apply unless otherwise specified in writing by the Smithsonian.

1. Permission is for one-time, non-exclusive use only within the project described above. Requestor may not crop, alter, manipulate, superimpose, enhance, or otherwise change the digital asset in any manner without obtaining the prior written permission of the Smithsonian. If the digital assets will be incorporated into an audiovisual product in any media (such as, but not limited to, broadcast, film, online, streaming, and social media), the digital assets shall not appear in more than 15% of the run time of the audiovisual product. Requestor may not make further use without the Smithsonian's prior written approval and compliance with any additional conditions.
2. This permission extends only to such rights as the Smithsonian may have to authorize reproduction and does not purport to include any rights that persons other than the Smithsonian may have under any state or federal laws of the United States or the laws of other countries in which the requestor's works may be published or distributed. Certain images may be protected by copyright, trademark, privacy, or publicity rights, or other interests not owned by the Smithsonian. It is requestor's responsibility to determine whether any such rights exist, and to obtain all necessary permissions to use the image for the purposes set forth herein.
4. Requestor agrees to indemnify and hold harmless the United States, Smithsonian, its Regents, agents, and employees, from all claims, actions, judgments, and expenses (including reasonable attorney fees) arising from requestor's use of the material provided pursuant to this request.
5. Requestor shall: acknowledge the donor and/or creator as specified below; give credit to the Smithsonian as specified below; and comply with all additional conditions specified below by the Smithsonian.
6. If fees are assessed, requestor must pay all fees in advance of delivery.
7. Any advertising or promotion by Requestor that uses the digital asset must be approved in advance by the Smithsonian. Requestor shall not use, reproduce, or refer to the name or logo of Smithsonian or any of its museums or units for publicity, fundraising, advertising, or promotion purposes.

Additional Conditions on Use		
Fee for Digitization:	Fee for Usage:	Total Fees:
Payment Type:	Payment Receipt Date:	
Donor/Creator Acknowledgments:		
Smithsonian Credit Line:		
Additional Conditions:		

Agreed to by:

Requestor Signature:

Date:

Smithsonian Signature:

Date:

Denied by Smithsonian:

Smithsonian Signature:

Date:



List of Requested Assets, continued.		
Requestor name:		
9.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit:
10.	Asset Identifier (example: File Name, Slide No., etc.):	
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11.	Asset Identifier (example: File Name, Slide No., etc.):	
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12.	Asset Identifier (example: File Name, Slide No., etc.):	
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13.	Asset Identifier (example: File Name, Slide No., etc.):	
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14.	Asset Identifier (example: File Name, Slide No., etc.):	
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15.	Asset Identifier (example: File Name, Slide No., etc.):	
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16.	Asset Identifier (example: File Name, Slide No., etc.):	
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17.	Asset Identifier (example: File Name, Slide No., etc.):	
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18.	Asset Identifier (example: File Name, Slide No., etc.):	
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19.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
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20.	Asset Identifier (example: File Name, Slide No., etc.):	
	Description:	
	Size & Format:	SI Museum/Unit: