

UBC MUSEUM OF ANTHROPOLOGY PHOTOGRAPHY APPLICATION FORM

One week's notice is required from any/all commercial organizations wishing to photograph within the Museum. No exceptions. To book, contact the Communications Manager at T 604.822.5950, F 604.822.2974 or info@moa.ubc.ca. Photography for personal use is permitted without having to sign this form, UNLESS tripods, monopods, lights, etc are required for use. In that case, the form must be filled out. NOTE: no wedding photography is permitted in the galleries at any time.

Date _____ Name _____
Affiliation _____ Address _____
Telephone _____ Fax _____ Email _____

1. If requesting existing image(s), please specify MOA catalogue number(s) or give detailed description of object(s):

1b. Indicate how and where image will be used (print, web, name of publication)

2. if proposing to take own photos on site, specify which objects are to be photographed

2b. Provide detailed description of how MOA images will be used (attach second page if needed)

2c Requested photography date: (not approved until this form is co-signed by Museum staff and returned to requestor with cc to Museum Security)

Fees to be paid in Cdn funds by Visa, Mastercard, cheque, bank draft or money order upon receipt of invoice:

Use of Museum object/setting (print)	\$50.00 per object/setting, per use + tax
Use of Museum object/setting (CD, web, film, video)	\$100.00 per object/setting, per use + tax
Duplicating existing images	\$20.00 per image + tax
Supervision and movement of objects	\$20.00 per hour (min 4 hrs) + tax
Photography by Museum photographer	\$50.00 per hour + tax
Courier (or applicant may supply own account number)	\$20.00 + tax
Site fee (if applicable)	\$400.00 + tax

Conditions Governing Use

MOA restricts the use of its images for commercial purposes. Permission is granted for one-time use only and reproduction is limited to what has been approved specifically in the application. Images of objects, people or settings may not be cropped or altered in any way. Payment of usage or duplicating fees does not constitute purchase of an image or photograph, and all source materials must be returned to the museum after the project is completed. MOA reserves the right to reject proposals that do not fall within its mandate; jeopardize the safety of the collections; subject the collections or the cultures from which they come to misrepresentation or disrespect; involve objects deemed to be sacred; or for which MOA does not have adequate staff resources. MOA has copyright to most of the objects in the collection. However, in cases where the Museum does not hold full copyright, it is the responsibility of the applicant to obtain permission and to pay any fees to all other copyright holders. In photographs with identifiable people, it is the responsibility of the applicant to obtain from those individuals written permission to reproduce the image. MOA may also require the applicant to seek permission from the originating community, depending on the nature of the request and the object(s) selected.

Accreditation

All images must be identified as specified by MOA, including the phrase **Courtesy UBC Museum of Anthropology, Vancouver, Canada**. Where known, the artist, photographer, and object ID # must also be acknowledged.

Agreement

Sign and return by fax or email to Communications Manager: F: 604.822.2974 or jenwebb@interchange.ubc.ca ONE WEEK PRIOR TO REQUESTED PHOTOGRAPHY DATE OR TWO WEEKS' PRIOR TO DESIRED DELIVERY OF EXISTING IMAGE(S).

Applicant signature: _____ Date: _____

Museum staff signature: _____ Date: _____

UBC Museum of Anthropology, 6393 N.W. Marine Drive, Vancouver, B.C. V6T 1Z2 www.moa.ubc.ca