



ARCHIVES AND SPECIAL COLLECTIONS

Application for Permission to Publish or Use Reproductions of UTSA Archives and Special Collections Materials

I hereby request permission from the Archives and Special Collections Department of The University of Texas at San Antonio (UTSA Archives and Special Collections) to publish or to use in facsimile reproduction the material(s) identified on an attached worksheet.¹ By signing this form, I acknowledge that I understand and agree to the following terms and conditions:

- Permission granted is for a single use of the material(s) in a publication, exhibit, or other medium. Subsequent use of the material(s), including reprints or new editions of a publication, requires a separate request for permission to publish.
- UTSA Archives and Special Collections retains its right to publish these materials and to grant permission to others to do so.
- I am responsible for publishing or for using in facsimile reproduction these materials in accordance with all applicable law including, without limitation, the copyright protections established in the United States Copyright Law, and I am responsible for obtaining all necessary authorizations and approvals.
- I understand that the Supreme Court of Texas has recognized that living persons enjoy a common-law right to privacy. This right prevents the public disclosure of information that (1) contains highly intimate or embarrassing facts about a person's private affairs, such that its release would be highly objectionable to a reasonable person and (2) is of no legitimate concern to the public. I understand that documents containing information falling into these categories may be restricted by such law from publication. A request to publish the names or other identifying information about individuals from documents created within the last 75 years which would violate the common-law right to privacy defined above will be denied.
- I understand that the UTSA Archives and Special Collections has attempted to remove all Protected Health Information² ("PHI") from the materials, but that some PHI may remain in certain collections. I understand and agree that I am prohibited from using or disclosing this PHI without the authorization of the subject of the PHI or that subject's legal representative.
- **I WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE UNIVERSITY OF TEXAS AT SAN ANTONIO AND THE UNIVERSITY OF TEXAS SYSTEM AND THEIR REGENTS, OFFICERS, EMPLOYEES, AND AGENTS AGAINST ALL CLAIMS,**

¹ You must include a full citation (collection title, box number, copy negative number etc.) for the item(s). Please include a photocopy of the item(s) if possible. You must also indicate the intended use of the materials (list type of publication, title of work, publisher, and anticipated date of publication.)

² As defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

DEMANDS, DAMAGES, LIABILITIES, COSTS, AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES) INCURRED AS A RESULT OF OR ARISING FROM MY USE OF UTSA'S ARCHIVAL MATERIALS, INCLUDING, WITHOUT LIMITATION, IN CONNECTION WITH ANY ALLEGED OR ACTUAL COPYRIGHT INFRINGEMENT OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM MY USE OF UTSA ARCHIVAL OR SPECIAL COLLECTIONS MATERIALS.

- I will use the following credit line when I publish or use in facsimile reproduction the material(s) identified below:

[Identification of item], [Collection Title], [Collection Dates], [Collection Number],
Archives and Special Collections, University of Texas at San Antonio Library.

- I will provide to the UTSA Archives a free copy of the final publication or other product that utilizes these reproductions.

ACCEPTED AND AGREED TO UNDER THE LAWS OF THE STATE OF TEXAS:

Signature: _____ **Date:** _____

Please type or print the following information:

Name: _____

Organization: _____

Address: _____

Telephone Number: _____

(Staff Use Only below this line)

Subject to the terms and conditions stated above, the Archives and Special Collections Department of The University of Texas at San Antonio hereby authorizes you to publish or to use in facsimile reproduction the material(s) identified above. **Notwithstanding this authorization, the requestor is responsible for obtaining all other necessary authorizations for the publication or use of the materials identified above, including, without limitation, the permission of the copyright holder(s) in accordance with applicable law.**

Signature: _____ **Date:** _____

Title: _____

_____ Permission denied for reason stated below.

Additional comments:



ARCHIVES AND SPECIAL COLLECTIONS

Permission to Publish or Use Reproductions: Item Worksheet

Intended Use of Materials:

Type of Publication (newspaper, website, etc.): _____

Title of Work: _____

Publisher: _____

Anticipated Date of Publication: _____

Item 1. Title or Description: _____

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item 2. Title or Description: _____

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item 3. Title or Description: _____

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item 4. Title or Description: _____

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item _____. Title or Description:

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item _____. Title or Description:

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item _____. Title or Description:

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item _____. Title or Description:

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____

Item _____. Title or Description:

Item Number, if applicable: _____

Box and Folder Number: _____

Collection Title: _____