



RIGHTS AND PERMISSIONS REQUEST FORM

Please print clearly.

Name (first, last): _____

Name of Organization, if applicable: _____

Brief Description of Organization: _____

Mailing Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Daytime Telephone: _____ Other: _____ Fax: _____

E-mail address: _____

Preferred method of reply (please check one): postal mail e-mail fax

Type of Material Requested:

Photograph Article Other, please specify: _____

Publication in which Requested Material Appears:

- | | |
|---|--|
| <input type="radio"/> Daily Paper | <input type="radio"/> Week in Review |
| <input type="radio"/> Online Website | <input type="radio"/> YDN Magazine |
| <input type="radio"/> Course Critique | <input type="radio"/> Ivy League Basketball Guide |
| <input type="radio"/> Fall Football Preview | <input type="radio"/> Freshmen Issue |
| <input type="radio"/> Commencement Issue | <input type="radio"/> Other, please specify: _____ |

Title of Article under which Requested Material Appears:

Name of Author(s), Photographer(s), or Designer(s) of Requested Material:

Publication Date of Requested Material (MM/DD/YY): _____

Nature of Use (please check one):

not-for-profit (personal) not-for-profit (educational) for-profit

Briefly describe how you intend to use the requested material (attach additional pages as necessary):

Payment Information, if applicable*:

Form of Payment: VISA MasterCard American Express

Date of Expiration (MM/YY): _____ Amount of Payment (USD): _____

Cardholder's Name (as it appears on card): _____

Billing Address (if different from above): _____

City: _____ State: _____ Country: _____ Zip: _____

Daytime Telephone: _____ Other: _____ Fax: _____

E-mail address: _____

* Payment fees apply to requests made for: (1) for-profit use of an article, (2) for-profit use of a photo, and (3) non-profit – personal or educational – use of a photo. Please consult the table of fees on the following page to determine the amount due.

Instructions on Submitting Request Form

Upon completion of this request form, you may submit it for review by one of three ways:

FAX	MAIL	DELIVER IN PERSON
(203) 432 - 7425 <i>(Please fax both pages)</i>	Yale Daily News P.O. Box 209007 New Haven, CT 06520	Yale Daily News 202 York Street (across from JE College) New Haven, CT

Electronic Submission of Request

To submit a request electronically, you **must include all relevant information**, as requested in this rights and permissions request form, in an e-mail addressed to business@yaledailynews.com. Requests with missing information will not be processed.

Payment

All requests by mail *must* include applicable payment by check (made payable to “Yale Daily News”) or credit card (including processing information). If submitting a request by fax or by e-mail, credit card payment (including processing information) may be included directly in the request, or paid by telephone at (203) 432-2424. **NOTE: Most requests will be billed the minimum fee as stated below; however, we reserve the right to request a higher fee depending on the nature of use of the requested material. You will be contacted if a higher fee applies. Be assured that the new fee will not be billed to your credit card without your prior consent and approval of the new amount to be charged.**

Fees

	PHOTOGRAPH	ARTICLE
NOT-FOR-PROFIT	\$10 per photo	FREE
FOR-PROFIT	Minimum \$ 50 per photo	Minimum \$75 per article

* The same usage fees apply for web use related requests.

Approval of Request

Upon receipt of your request and payment, the Yale Daily News will respond via e-mail, fax, or postal mail to confirm receipt of your payment and your permission to use the requested material. We reserve the right to refuse or reject any request.

If the requested material (e.g. a photo) needs to be transferred to you, Yale Daily News will transfer it electronically via e-mail, as a jpeg for photographs and in Adobe-pdf format for articles. [Adobe Acrobat Reader can be downloaded free of charge at <http://www.adobe.com/products/acrobat/arupdate.html>.]

At the discretion of the Yale Daily News Publisher, special arrangements can be made to transfer the requested material through another medium.

Please direct all inquiries to (203) 432-2424 or business@yaledailynews.com

Terms and Conditions of Use

Once permission to use the requested material has been granted, please note the following terms and conditions of use:

- The article or photograph must be reprinted as it appeared in the newspaper print and/or online edition, without any addition, deletion or change. Trademark, copyright or other notices cannot be altered or removed from copies of the content. If less than a complete article is to be produced, the portion that will be reprinted must be clearly described in your request.
- The article or photograph reprint must clearly and plainly include the notice: “Copyright 2002 Yale Daily News Publishing Company, Inc. All rights reserved. Reprinted with Permission.”
- Permission is strictly contingent upon your signing and submitting a request form to signify acceptance of any conditions and usage fees (as stated above) that will apply for the use and/or reprint of the requested material.

By signing below, I hereby declare that I have read and understand the foregoing terms and conditions of use, and do agree to abide by them upon receiving permission to use the requested material. Further, I affirm that all information represented here is accurate and true to the full extent of my knowledge.

Signature: _____ Date Signed: _____