



The Wittliff Collections

Southwestern Writers Collection

Southwestern & Mexican Photography Collection

Alkek Library 7th Floor | Texas State University-San Marcos | 512.245.2313 | www.thewittliffcollections.txstate.edu

Application for Permission to Film / Photograph

Date of Request		
Name and Title of Requestor:		
Organization:		
Daytime Phone:	E-mail:	
Area / Items / Activities to be shot: (provide script, if possible):		
Date of shoot:	Hours from _____ to _____	# of Individuals involved:
Any additional requests / needs:		

Intended purpose shoot:

- Personal Use – not to be published or distributed in any manner.
- Classroom/Instructional Use – not to be published or distributed in any other manner.
- Broadcast or Publication (e.g. documentary, internet or television production; magazine or book publication) ** If project culminates in any form of publication, you must complete the permission to publish section on page 2 of this form **

STATEMENT OF RESPONSIBILITY:

I certify that the information on this form is correct, and that I am requesting permission to film/photograph in the Wittliff Collections for the purpose described above. I also certify that I have read and understand “The Wittliff Collections Photographing/Recording/Image Use Policy,” and that I agree to respect the terms of the policy. I understand that my failure to do so may result in the termination of my right to film/photograph in the Collections.

Signature of Applicant	Date:
Approved by:	Date:

Application for Permission to Publish

Title of Publication / Broadcast:	
Author:	Expected date of publication/broadcast:

Publisher/Firm:	
Name and Title of Requestor:	
Address:	
Daytime Phone:	E-mail:

Materials to be Published / Broadcast (Please be as specific as possible. Use additional sheet if necessary):
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CREDIT LINE REQUIRED:

For general and/or background shots, please credit:

The Wittliff Collections, Alkek Library, Texas State University-San Marcos

For specific items, please use the appropriate credit line:

[Item, Collection Name], The Wittliff Collections, Alkek Library, Texas State University-San Marcos
[Title, Artist Name, © date], The Wittliff Collections, Alkek Library, Texas State University-San Marcos

USE FEE: A use fee of _____ has been assessed by the Director.

STATEMENT OF RESPONSIBILITY:

I certify that the information on this form is correct, and that I am requesting permission for one time use only – with no other rights – for the purpose described above. *Additionally, I will provide the Wittliff Collections with one copy of the publication in which the described item(s) appear.*

Signature of Applicant	Date:
Approved by:	Date: