



PHOTOGRAPHY/VIDEOGRAPHY/AUDIO USAGE POLICY

All audio, photography or videography requests must be reviewed in advance and any changes desired (i.e. exhibits rearranged) must be pre-approved. Under normal circumstances, at least one week's notice is required for these requests. A Photography/Videography/Audio Usage Request form must be completed, which describes what the photographer/videographer will be doing. The request will be reviewed and approved by the Executive Director or the Deputy Director. At the approved photo or videotaping time, the completed and approved forms must be presented at the admissions office.

1. **Visitor Use:** Visitors to the Museum are welcome to use cameras and video cameras for personal use and not for resale.
2. **Media Use:** The "media" refers to radio, television and newspaper. The media is permitted to use cameras and video cameras within the Museum when pre-arranged with the Executive Director, Deputy Director, or Public Relations Manager. A Usage Request form must be completed. Credit must be given to the Virginia Museum of Transportation, Inc.
3. **Commercial Use:** "Commercial" refers to private photographers and videographers, movie companies, magazines, other museums, schools, writers and book publishers, and anyone not included in number 1 or 2 above. Commercial use is permitted when pre-arranged with the Executive Director or Deputy Director. A usage Request form must be completed. Credit must be given to the Virginia Museum of Transportation, Inc., or a fee will be charged.
 - a) Commercial use, which promotes the Museum: The Museum does not charge as long as the Museum is promoted and recognized.
 - b) Commercial use which does not advertise or promote the Museum: The Museum charges for use when its buildings and/or artifacts are used for promotion of another business or organization in which the Museum is not promoted or recognized. Fees are determined by the usage request (i.e., after hours usage includes an additional charge for staff time, etc). With regard to the Norfolk & Western Class J 611™, the trademark agreement must be signed and appropriate fees collected in advance of publication.

April 2017



Photography/Videography/Audio Usage Request

Name/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone: _____ Fax: _____

Request permission to produce, reproduce, publish or use the following (attach sheets as needed):

For publication _____ Broadcast _____ Video sale _____ CD Rom _____ Other _____

Describe: _____

Title: _____

Issue/Broadcast Date: _____ Publisher/Network: _____

Distribution Area: _____ Print/Run Quantity _____

In consideration for receiving permission to use the above images, I/We agree to (check all that apply):

- _____ 1. Pay a fee of \$_____, payable to the Virginia Museum of Transportation, Inc. and submitted prior to publication or use, for non-exclusive worldwide rights, in perpetuity, to use the item(s) in the sole use specified above.
- _____ 2. Submit one complimentary copy of the work incorporating the items(s) to the Virginia Museum of Transportation, Inc. in a timely fashion.
- _____ 3. Use the credit line, "Virginia Museum of Transportation, Inc." with each image including "Roanoke, Virginia." The size and time duration of the credit shall be appropriate for the quantity of material furnished by the Virginia Museum of Transportation, Inc. to the publication or broadcast. If the item is detachable, as in a postcard book, each detachable item shall bear the credit line.
- _____ 4. Notify the Virginia Museum of Transportation, Inc. in writing prior to the release of additional editions, reissues, video transfers for sale, or uses other than specified above, and submit complimentary copies to the Virginia Museum of Transportation, Inc.
- _____ 5. Obtain written permission of the Virginia Museum of Transportation, Inc. prior to making any modification of the image(s) other than sizing.
- _____ 6. With regard to the Norfolk & Western Class J 611™, complete trademark agreement (if applicable).

I/We acknowledge and understand that the Virginia Museum of Transportation, Inc. represents and speaks only for itself and cannot and does not imply authorization to publish, use or reproduce any subject matter that may appear in any reproductions which may involve the interests or rights of others. I/We understand that it is my/our responsibility to comply with all copyright law provisions.

Signature: _____ Date: _____

Printed Name: _____

Representing: _____

Request approved by:

Signature: _____ Date: _____

Printed Name: _____

Title: _____