Conditions Governing Use of Vietnam Archive Materials

In consideration of being granted permission to use the Vietnam Archive Materials, I, as requestor, hereby agree as follows:

1. Requester may not reproduce copies of the images nor grant other parties permission to create reproductions or facsimiles of the images.

2. The Vietnam Archive reserves the right to refuse to grant permission to reproduce an image for the reasons outlined in our Rights and Reproductions Guidelines.

3. The Vietnam Archive does not grant the requester exclusive use through this contract and retains its rights to publish and/or grant permissions for others to do so.

4. Use fees cover non-exclusive, one-time use only and are to be paid in advance.

5. In granting permission to use the material, The Vietnam Archive claims no right beyond ownership of the material and assumes no responsibility for infringement of copyright or publication rights held by others.

6. It is the responsibility of the patron to obtain any required copyright permissions from the copyright holder and pay any additional fees required by the copyright holder separate from the fees charged by the Vietnam Archive.

7. All material must be accompanied by the credit line supplied by the Vietnam Archive inside the Virtual Vietnam Archive.

8. The requester will provide the Vietnam Archive one free copy of any publication utilizing the material to be included in its collection.

9. In consideration of the benefit of being granted permission to use the material, requestor hereby agrees to defend, indemnify and hold harmless The Vietnam Archive & Center, its staff and advisory board and Texas Tech University, its Board of Regents, employees and agents against all claims, demands, costs and expenses including attorneys’ fees incurred by copyright infringement or any other legal or regulatory cause of action arising from requestor’s use of The Vietnam Archive material.

List of material requested by patron (attach additional pages as needed):

Please send completed and signed form to:
Email: vnca@ttu.edu
Mail: Vietnam Archive, Box 41041, Lubbock, TX 79409-1041

Revised 7/15/2022
Request to Reproduce Vietnam Archive Material

Date: ______________________
Name: __________________________________________________________________
Company: _______________________________________________________________
Address: __________________________________________________________________
Phone/FAX/email: __________________________________________________________________
Federal ID# (non-profits): __________________________________________________________________

Use to be made of material requested

Specific use of material: __ Educational/Non-profit  __ Commercial  __ Personal/Research
__ Exhibit  __ Commercial Television  __ Public Television  __ Web/Online
__ Broadcast only  __ Broadcast & home video/DVD  __ Broadcast & all media

Territory: __ North America  __ Worldwide
Languages: __ Single Language  __ Two or more languages

Publication description
Title/Description: __________________________________________________________________
Author/Producer: ___________________________________________________________________
Publisher/Production Co.: __________________________________________________________________
Publication/Broadcast Date: __________________________________________________________________
Print Run/Circulation: __________________________________________________________________

Shipping preference:
___ Secure electronic delivery
___ First class mail (USPS)
___ Overnight service:
Carrier: _______________________ Account number: _______________________
Service: _ Priority Overnight  _ Standard Overnight  _ 1st Overnight  _ 2 Day  _ Express Saver

• All orders are shipped via first class mail unless an overnight carrier and account number are supplied to us in advance.
• International shipping carriers and fees will be arranged at the time of the order.
• An invoice will be sent to you with your total fees as soon as the order has been processed.
• I have read the Conditions Governing Use of Vietnam Archive Materials. I certify that I have full authority to enter into this agreement and by my signature below I understand and agree to abide by the rules, regulations and obligations set forth in this contract.

Signature: ___________________________ Date: _____________
VNCA Staff: ___________________________ Date: _____________

Please send completed and signed form to:
Email: vnca@ttu.edu
Mail: Vietnam Archive, Box 41041, Lubbock, TX 79409-1041

Revised 7/15/2022