

MCW Libraries Use of Photos Application

Name _____

Address _____

_____ Telephone _____

MCW Status (Faculty, Staff, Student or Other) AND Department.
(status) _____ (dept) _____

Other individuals must present identification (Student or Faculty ID, Driver's License or other Photo ID) _____

Item (s) requested and purpose of use: (Please be specific: include dates, proper names)

I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ON THE BACK OF THIS PAGE GOVERNING THE USE OF MCW LIBRARIES ARCHIVAL PICTURES

Signature

Date



For MCW Libraries Use Only:

Special Comments _____

Approved by: _____ Title _____

Requester notified: (circle one and note the date)

in-person

email

by telephone

in writing by U.S. mail or campus mail

MCW Libraries policies on use of the photographic collection

Library Services

MCW Libraries staff collects and digitizes the archival photographs. However, the staff does not have the resources to devote substantial time to researching and identifying photos.

Access to records

If the requester is a former alumna or alumnus of MCW, they should be directed to contact the Alumni Office, and then the library will handle the request when it comes through that office.

If the requester is from the media, they should be directed to contact the Office of Public Affairs, and then the libraries will handle the request through that office.

If the requester is from any of the following MCW offices, the request is filled and no form is required:

President	Sr. Vice-President's Office
Dean	Graduate Medical Education
Dean of the Graduate School,	Government Affairs
Sr. Associate Dean for Research	Planning
Sr. Associate Dean for Education,	Development
Sr. Associate Dean for Public &	Public Affairs
Community Health	MCW Research Foundation
Sr. Associate Dean for Clinical Affairs	General Counsel
– MCP & CSG*	Alumni Office

(* Medical College Physicians and Children's Specialty Group)

Access to MCW archival pictures will ordinarily be permitted if the requester is affiliated with MCW (current MCW student, faculty or staff) or Children's or Froedtert hospital. The requester, unless from one of the offices listed above, must fill out the attached application form which is then directed to MCW Libraries Administration.

If the requester is a private person (researcher, writer, etc.), they also fill out the attached application form which is then directed to MCW Libraries Administration.

The filled out forms with the Administration's notes and comments are kept in the MCW Administration files. MCW Libraries Administration will normally respond with approval/non-approval within 2-3 business days.

Terms and Conditions for Use of Archival Pictures

1. The researcher assumes all responsibility for infringement of copyright.
2. Permission for use of archival photographs is granted for one-time use only; photographs may not be reused, republished, or conveyed to any other party without permission from the MCW.
3. Photographs used in publications must carry the credit line:
"COURTESY MEDICAL COLLEGE OF WISCONSIN"