

## **Photography, Digital Imaging, and Reproductions**

### Personal imaging:

Museum visitors are permitted to take images of the buildings and grounds, exhibits or displays for personal use, subject to restrictions as follows. These images may be used for publications only with written permission from the UNSM Director or the Director's designee.

- Imaging is restricted to hand-held devices; the use of tripods, special lighting, and electrical cords requires prior permission from the Museum administration.
- Imaging of selected objects or entire exhibits may be restricted at the request of the owner of the object or exhibit. Signs will be posted at the entrance to such exhibits or adjacent to objects indicating the restriction of imaging.
- Outdoor photography may not block traffic or pedestrian flow, and sculpture and landscaping may not be altered or moved.

### Scholarly research imaging:

Access to specimens is at the discretion of the current Curator, designated by the Museum Director. The Museum encourages the imaging of specimens for the purpose of scholarly research. However, because some material may be currently under study or embargoed for planned research, permission from the Curator of the respective division is required to take photographs or other forms of digital imaging. Some divisions (e.g., Vertebrate Paleontology) may require written permission before images can be used for publication. Curatorial permission is required for 3D imaging, such as photogrammetry and Ct-scans. In the latter two cases, digital copies of the images are expected to be provided to the Museum if agreed upon prior to imaging. These images will be used for archival purposes and will not be used in publications or presentations without the permission of the person(s) who made the images. We also require that:

- Electronic copies of all publications in which images of UNSM specimens are used be sent to the collection manager of the respective division in a timely manner upon publication.
- Researchers must acknowledge the "University of Nebraska State Museum" in all publications, presentations, and other scholarly communications in which the images are used. Failure to do so could result in the revocation of permission to use the collections.

### Professional (event, commercial, media, and educational) imaging:

Professional imaging (including videos and 3D imaging) of events, exhibits, specimens, artwork, or Museum photos requires prior approval by the Museum Director and respective Curator(s). Such requests must be accompanied by the request form (Appendix A) and any associated fees and are subject to the following conditions.

- Requests for professional imaging should be made at least one month in advance.

- Imaging of objects, specimens, and exhibits not owned by the Museum may be further restricted by the owner.
- Unless other arrangements are made in advance, permission to publish any image is granted for one-time, non-exclusive use, in a single edition; images for website use are limited to two years but may be renewed upon request.
- All images of Museum objects and specimens published on a website (with the exception of PDF of published manuscripts) including 3D models derived from Museum specimens must attach a Creative Commons Attribution license (<http://creativecommons.org/licenses/by/4.0/> and

<http://creativecommons.org/licenses/by/4.0/legalcode>). The license will be provided by the Museum and the person requesting permission will ensure that the license is appropriately attached to the media.

- No image of Museum objects, specimens, or exhibits may be modified in any way, including but not limited to: color alteration, superimposition, animation, or removal of inscriptions, without prior approval of the Museum Director or representative.
- All published images must credit the “University of Nebraska State Museum.”
- The copyright for professional images is retained by the Museum unless otherwise agreed upon by the respective Curator and Director.
- Users must provide the Museum with one gratis copy of any publication that includes a Museum image.
- Images of Museum objects and specimens must not be used to imply or assert that the Museum or the University endorses any commercial product or enterprise, agrees with any opinions expressed in, or confirms the accuracy of, any text associated with these images.
- Authorization is given upon receipt of counter-signed Permission to Image form (Appendix A), approval of form, invoice returned to requestor, and full payment (if appropriate) received by the Museum.
- The requesting party may not permit others to reproduce or use the images without first obtaining written approval of the Museum Director or respective Curator.

### Artistic Creations Based on Museum Specimens

Artists who wish to use specimens or Museum objects in artistic creations are required to fill out a special request form (Appendix B) indicating the specimens to be utilized and a brief description of the type of art being created. No specimen from the scientific research collections, used as an artist’s model, may be removed from the Museum without curatorial permission. Specimens from the Education Collection may be borrowed with approval of the Education Coordinator and with appropriate loan documents. Specimens on loan to the Education Collection from UNSM research collections must be further approved by the appropriate Curator. The rights to such creations remain with the artist. Note that photographs and other types of digital images taken for the purpose of creating artwork are not to be used for any other purpose. Use of such images for other purposes, such as publications or websites, is covered in the Professional Imaging section.

APPENDIX A

**The University of Nebraska State Museum  
Request for Permission to Image Museum Specimens Form**

Name and Title:

Date:

Organization name:

Address:

City, State, Zip Code:

Telephone:

Email:

Purpose for imaging request:

Description or name of specimens to be imaged and/or accession number:

Conditions of Use:

- Imaging of objects, specimens, exhibits not owned by the Museum may be further restricted by the owner and may require additional permissions.
- Unless other arrangements are made in advance, permission to publish any image is granted for one-time, non-exclusive use, in a single edition; images for website use are limited to two years but may be renewed upon request.
- All images of Museum objects and specimens published on a website (with the exception of PDF of published manuscripts) including 3D models derived from Museum specimens must attach a Creative Commons Attribution license

(<http://creativecommons.org/licenses/by/4.0/legalcode>). The license will be provided by the Museum and the person requesting permission will ensure that the license is appropriately attached to the media.

- All images must credit the “University of Nebraska State Museum”.
- The Museum will be provided one gratis copy of any publication that includes a Museum image.
- Images of Museum objects and specimens must not be used to imply or assert that the Museum or the University endorses any commercial product or enterprise, agrees with any opinions expressed in, or confirms the accuracy of, any text associated with these images.
- Authorization is given upon receipt of counter-signed Request form, approval of form, invoice returned to requestor, and full payment (if appropriate) received by the Museum.
- The requesting party may not permit others to reproduce or use the images created without first obtaining approval of the Museum Director or respective Curator.

I hereby agree to use the images listed above as directed by this request form. I understand that this agreement does not constitute unlimited/unrestricted permission to use/reproduce these images in any way. I understand that fees may be charged for staff time. I agree to the Conditions of Use.

Requestor signature:

Date:

University of Nebraska State Museum signature:

Title:

Date:

APPENDIX B

**The University of Nebraska State Museum  
Request to use Museum-owned Specimens in Artistic Creations Form**

Name and Title:

Date:

Organization name:

Address:

City, State, Zip Code:

Telephone:

Email:

Brief description of art to be created (media type, usage):

Description or name of objects to be modeled and/or accession number:

Conditions of Use:

- No specimen or object may be removed from the Museum, with the exception of specimens from the Educational Collection and then only with the Curator's permission and the appropriate loan form.
- Any Museum-owned specimen or object used as a model must be approved by the respective Curator.
- Non-Museum owned specimens or objects are not covered under this request.
- No specimen or object may be altered in any way for the purposes of modeling without written permission from the respective Curator.
- Any damages resulting from modeling will be repaired by the Museum at the artist's expense.
- The artist shall furnish the Museum a gratis image or digital file of the final creation. Exceptions to this (e.g., certain types of films or 3D images) must be approved by the Director and respective Curator.
- Copyright to artistic creations belongs to the artist.
- Specimens/objects used for modeling must be returned on the date/time stipulated.

Date(s) of Use:

I hereby agree to use the images listed above as directed by this request form. I understand that this agreement does not constitute unlimited/unrestricted permission to use/reproduce these images in any way. I understand that fees may be charged for staff time. I agree to the Conditions of Use.

Requestor signature:

Date:

University of Nebraska State Museum signature:

Title:

Date: