
Please read the following form in full, respond to the questions *electronically (if at all possible)*, and email the form back to: spalmer@aurora.edu or jlaw@aurora.edu. If mailing the form back, send it to: Aurora University, Phillips Library, Curator-Colby Archives or Curator-Jenks Collection, 347 S. Gladstone Avenue, Aurora, IL 60506.

Date of request: _____ Check which collection your requested picture is from:
 Jenks Memorial Collection of Adventual Materials Doris K. Colby Archives

Name: _____ Affiliation: _____

Address: _____

Home/Work Phone Number: _____ Cell Phone Number: _____

Image Reproduction Priorities, Criteria, and Restrictions:

1. Priorities: Images from the Jenks Collection are made available to others in support of the following priorities:

- a. Scholarly research focusing on the Millerite Movement as well as related Adventist churches/movements and the history of Aurora University
- b. Scholarly research connected with other areas of religious or historical studies and related social science, humanities, or artistic research
- c. Illustration of scholarly or textbook publications related to (a) or (b) above
- d. Illustration of popular works related to (a) or (b) above
- e. Public exhibitions or displays related to (a) or (b) above

2. Criteria: Reproduction of images from the Jenks Collection must meet the following criteria:

- a. Resolution appropriate to the medium (72 dpi on screen, 150 dpi minimum in print media)
- b. Credit: All reproductions must include the credit line "Reproduced courtesy of the Jenks Collection of Adventual Materials, Aurora University" or "Reproduced courtesy of the Doris K. Colby Archives, Aurora University" (depending on which collection the image is from).
- c. Any reproduction bearing on the copyright of Aurora University must also include the statement "©[year] Aurora University"
- d. Where appropriate, as determined by the curator of the Jenks Collection or Colby Archives, the image also must be accompanied by caption information identifying the content, image reference number, and original artist.

3. Restrictions:

- a. Color balance of the original image must be maintained.
- b. Images may not be cropped, edited, or digitally modified without express permission of the curator of the Jenks Collection or the Colby Archives.
- c. Images may not be combined with other images without the express permission of the curator of the Jenks Collection or the Colby Archives.
- d. Images may not be:
 - copied for distribution to others
 - donated or sold to another person(s)/organization(s)
 - copied by another individual/organization
 - used on any website.
- e. In general, permission will not be granted for the use of Jenks Collection or Colby Archives images for decorative, graphic design, or promotional purposes. Any request for such use must provide full disclosure of the intended use and revenue estimates. Such uses are subject to separate royalty agreements with Aurora University.
- f. Images may not be sold/used for any commercial use, except for the purpose stated on this form, without the written permission of the curator of the Jenks Collection or the Colby Archives.

