

**Oklahoma Farm Bureau & Affiliated Companies
MEDIA ORDER FORM AND USE AGREEMENT**

Please read, supply the requested information, and return all three (3) pages of this Agreement to: Oklahoma Farm Bureau and Affiliated Companies, 2501 N. Stiles, Oklahoma City, Oklahoma 73105, attention Communications Division

Your Name: _____

Institution or Company: _____

Address: _____

Phone: _____

Fax: _____

e-mail: _____

Type of User/Purpose of Use (check one):

- A. Individual or student for private or educational purposes
- B. Print Publication
- C. Television or Home Video/DVD
- D. Feature Film
- E. Exhibit
- F. Internet/WWW
- G. Advertising

For types B-G, please complete the following:

Proposed Title: _____

Publisher/Producer: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release Date: _____

Number of Units: _____

Describe how the media/image(s) will be used: _____

URL: _____

Type of Reproduction:

- Photographic Print
- Digital File Format
- JPEG
- TIFF

Delivery: CD-ROM or e-mail (JPEG format only) Mail*

Please note shipping charges may apply

TERMS AND CONDITIONS

1. **Rights:** Oklahoma Farm Bureau and Affiliated Companies, herein referred to as OFB, claims exclusive ownership of the rights to all the images in our collection. We are simply granting permission to use images in our collections. **This permission is nonexclusive, and nontransferable.**

2. **Use:** Permission is for **one-time use** worldwide the life of the work, but only for the purpose stated in this document. The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation. This includes all current and future forms of media.

3. **Use fees:** OFB reserves the right to charge use fees to support the preservation and maintenance of our collections. Use fees must be paid in full *when the order is submitted*.

4. **Credit Line:** The credit line must read "**From the Collections of Oklahoma Farm Bureau and Affiliated Companies.**" For web site use the statement must read "**From the Collections of Oklahoma Farm Bureau and Affiliated Companies, Copy and Reuse Restrictions Apply**" and must be placed near the image and linked to our web use policy at <http://www.okfarmbureau.org/index.php?action=policy>.

5. **Indemnification:** The user agrees to defend, indemnify, save, and hold harmless OFB, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.

6. **Image Manipulation:** OFB's primary interest is to protect the integrity of the original. OFB will not allow the inversion of the original or the removal (except for allowable cropping) or addition of content. We will allow adjustments to contrast and sharpness, and minor adjustments of color. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement—e.g., "Detail from...."—must be added describing any changes. Any manipulation of the materials beyond that stated in the policy must be approved by OFB's Vice President of Corporate Communications/Public Relations.

7. **Endorsement:** Use of materials from OFB does not imply that OFB endorses any product, enterprise, opinions, or confirms the accuracy of any content on the site, in publication, and broadcast.

8. **Web Site Use:** Images may be distributed via the World-Wide Web, as part of a single online display, exhibit, site, or online collection. Any additional or different use of the image(s) will require renegotiation.

10. **Noncompliance:** OFB reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with our policies.

11. **Description of OFB Media to be used:** _____

I understand that I am responsible for conforming with the laws of libel, publicity rights, and copyright which may be involved in the use of these materials. I have read, accept, and agree to abide by the conditions listed above for the one time use and specific purpose(s) stated in this document.

SIGNED AND ACKNOWLEDGED on _____ day of _____, 20__:

Signature: _____
Name (Please Print): _____
Title, if applicable: _____

Approved by:

Sam Knipp, VP Corporate Communications/Public Relations

Date: _____