Post Office Project Permission Form

This form needs to be signed, dated, and either mailed or faxed to the Appalachian Center. Our mailing address is 624 Maxwelton Court, Lexington, KY 40506, and our fax number is 859-257-3903.

By submitting material to the Post Office Project and signing this agreement, you are giving the UK Appalachian Center the right to post material publicly on the website, to be used by others in many ways as long as they cite both you and the Post Office Project as the sources. Your material (visual, oral recordings, copies of artwork or other objects, and written) submitted to the Post Office Project will still be owned by you – it is yours to use as you like – but you are also granting the Appalachian Center the right to use it for public benefit; that right is royalty-free, worldwide, and nonexclusive. The Appalachian Center will not be using your material for profit. As part of a non-profit organization (the University of Kentucky), the Appalachian Center may use your material in contexts beyond the Post Office Project website (e.g., educational settings, museum displays within the Appalachian region, etc.). You will always be credited as the person responsible for creating or submitting the material in its use by the Appalachian Center on or beyond the Post Office Project website.

In granting the Appalachian Center the right to use your material in the Post Office Project, you are certifying that the material is yours to submit. If there are other people involved in the submission (e.g., their voices are recorded, they appear in photographs, or they created or own some part of the entry), you will need to identify them and have them sign this form as well, signifying their understanding of the terms of this permission for use in the Post Office Project. Material submitted must be original – no one else may own a copyright on it, and you (and any others involved in its production) must be able to rightfully grant permission to use this content, as the person or people creating it.

The Appalachian Center will try to use all submissions on the website, but if your entry does not appear as part of the Post Office Project, there will be no transferal of rights of use to any other parties; you will retain full use rights. If you want to submit a material object for an exhibit related to the Post Office Project, the Appalachian Center will work with you to photograph it or otherwise prepare it for submission to the website so that no original material (old letters or photographs, for example) is lost. If you decide to lend or donate a material object for an exhibit, there will be a separate agreement for that. This permission form is for content uploaded on the Post Office Project website.

The contacts for the Post Office Project are Pam Webb (Staff Support), Shane Barton (Program Coordinator), and Ann Kingsolver (Appalachian Center Director). Our telephone number is 859-257-4852. Pam Webb’s email address is prwebb2@uky.edu, Shane Barton’s email address is jsba224@uky.edu, and Ann Kingsolver’s email address is ann.kingsolver@uky.edu. Please contact us if you have any questions about this permission form, or about the Post Office Project. You can submit your materials by e-mail and send in this form.

SIGNATURE:

I certify that I understand this form and grant permission for the material I submit to be used by the Appalachian Center in the Post Office Project, on the website and in related public uses, as detailed above.

Name: _______________________________ Signature: ___________________ Date: ______

Mailing address: ____________________________________________________________
Contact information (phone number or email): _____________________________________________

IF OTHERS WERE INVOLVED IN THE CREATION OR PRODUCTION OF THE MATERIAL SUBMITTED:

Permission for use of this material is also granted by ______________________________________
____________________________________________________________________________________,
involved in the creation or production of the material in this way: __________________________
____________________________________________________________________________________.

Signature: __________________________________________________________________________ Date: ______________________
Mailing address: ______________________________________________________________________
Contact information: __________________________________________________________________

Signature: __________________________________________________________________________ Date: ______________________
Mailing address: ______________________________________________________________________
Contact information: __________________________________________________________________

Signature: __________________________________________________________________________ Date: ______________________
Mailing address: ______________________________________________________________________
Contact information: __________________________________________________________________

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