



## AMPHIBIAN AND REPTILE DIVERSITY RESEARCH CENTER

### DIGITAL MEDIA USER AGREEMENT

This agreement pertains to all borrowers of specimens wishing to produce images, scans, photographs, x-rays, or otherwise reproduce an ARDRC specimen in any digital medium.

1. The borrower must outline below the technology, specific specimens, and other information involved with the requested digital media production before proceeding with the production of digital media.
2. The borrower may not allow outside parties (e.g. other institutions/scanning facilities not listed in loan agreement) to produce digital media from the specimen(s) without explicit written permission from the ARDRC.
3. **The Amphibian and Reptile Diversity Research Center, University of Texas at Arlington,** retains all rights, including copyrights, to the digital media produced.
4. Media may be uploaded to a public repository such as MorphoSource (in fact this is encouraged) but the data must be listed as copyrighted and the ARDRC listed as copyright holder, appearing exactly as in section (3).
5. The borrower must send copies of all digital media created of the specimen (photos, raw image files, surface scans, etc.) as soon as reasonable after its creation but no later than one (1) year after the creation of the media.
6. The ARDRC, as the copyright holder, grants permission to the borrower to use created digital media in peer-reviewed publications and/or for educational purposes.
7. Digital media will not be used or distributed by the ARDRC until either (1) the borrower has completed the peer-reviewed publication(s) involving the media, (2) three years have elapsed from the time of digital media creation, or (3) written permission to do so is granted by the borrower, whichever comes earlier.
8. If media are produced using ARDRC facilities/personnel at the request of the borrower, then the borrower understands that a copy of the digital media will remain with the ARDRC immediately upon creation of the media.

Catalog Number(s) of Specimens: \_\_\_\_\_

\_\_\_\_\_

Associated UTA Invoice #: \_\_\_\_\_

Description of Technology (e.g. photography, CT Scanning, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the recipient of the loan and/or requestor of scans, understand and agree to abide by these terms and guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_