

Total scans requested



For HSW use only

SCAN FEES RECEIVED \_\_\_\_\_ \$ \_\_\_\_\_ CASH/CREDIT CARD/PAYPAL/CHECK # \_\_\_\_\_

USE FEES RECEIVED \_\_\_\_\_ \$ \_\_\_\_\_ CASH/CREDIT CARD/PAYPAL/CHECK # \_\_\_\_\_

IMAGE(S) SCANNED \_\_\_\_\_

IMAGE(S) DELIVERED \_\_\_\_\_

COMPLIMENTARY COPY RECEIVED \_\_\_\_\_

PERMISSION GRANTED

On \_\_\_\_\_ By \_\_\_\_\_

ORDER COMPLETE

### Request for Digital Images and Permission to Publish

*The Historical Society of Washington, D.C. provides and licenses digital images of materials within the collections upon request. This form accommodates two service requests, each with its own associated fees: digital images (e.g. scan) and permission to publish (i.e. use). Providing a digital image does not convey permission to publish the image; express permission must be requested and granted prior to publication.*

*Permission to publish must be sought in order to determine if (a) the Society owns the copyright and can therefore grant use and collect licensing fees; (b) if as far as the Society has determined the image is in the public domain and therefore not subject to collection of licensing fees by the Society (a flat \$10 service fee applies); or (c) if the researcher needs to seek permission from another source.*

*The Society does not provide printed reproductions. Please note some material may be restricted due to object condition and copyright regulations.*

***If requesting permissions, or both images and permissions, please do not send funds until receipt of an invoice from the Society. If requesting images only, please remit payment upon filing this request.***

**Name:** \_\_\_\_\_ **HSW Member** YES / NO

**Organization:** \_\_\_\_\_ **HSW Corporate Member** YES / NO

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Requested Due Date:** \_\_\_\_\_

*Standard turnaround is within 10 business days after receipt of payment. Please confirm rush requests and note fees*

**Service Requested (check all that apply)**

- Digital image only
- Permission to publish only
- Digital image AND permission to publish
- Rush fee (orders completed within 24 hours: add 150% of total scan fees; within 3-5 business days: add 100% of total scan fees). Rush orders must be confirmed and are subject to staff availability.

**Delivery Method:** Electronic delivery via a link sent to your email account (free)

**Payment Method:**

- Cash, in person only
- Check made out to The Historical Society of Washington, D.C. sent with this completed form to Attention Image Reproduction, Kiplinger Research Library, The Historical Society of Washington, D.C., 801 K St. NW Washington DC 20001
- Online with a credit card through PayPal via <http://www.dchistory.org/research/reproductions-permissions/> (This option does **not** require a PayPal account)



## Request for Digital Image Services

*Please fill out a form for each item you request to be scanned*

Call number: \_\_\_\_\_ Collection: \_\_\_\_\_

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\_\_\_\_\_

Type of reproduction requested (check both if seeking scan & permission at the same time)

- Digital File
  - Low-resolution jpg, thumbnail image suitable for web or PowerPoint use (\$5)
  - High resolution tif, ~4,000 pixels on the image's longer side, ideal for publication or enlargements (\$25)
- Permission (if seeking to use for other than personal study/research, please fill out the **Request for Permission to Publish** information page)

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\_\_\_\_\_

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- Permission (if seeking to use for other than personal study/research, please fill out the **Request for Permission to Publish** information page)



## Request for Permission to Publish (Use)

### Image Permission Information

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Permission to publish or exhibit is requested for the following use (see Fee Schedule for general categories):

Statement of intended use \_\_\_\_\_  
\_\_\_\_\_

Title of publication/exhibit \_\_\_\_\_

Author/editor/producer (if applicable) \_\_\_\_\_

Publisher/venue (if applicable) \_\_\_\_\_

Anticipated date of publication/exhibition \_\_\_\_\_

Print run/circulation/# of copies \_\_\_\_\_ Languages/Geography \_\_\_\_\_

URL if publishing on Web \_\_\_\_\_

Multimedia bundle requested (3 or more different usages) \_\_\_\_\_

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6. Full and proper credit must be given to the Society. Each reproduction of an item from the Society's collections shall bear the credit line: "The Historical Society of Washington, D.C." The photograph collection or photographer's name may also be required.
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The applicant hereby agrees that this permission, if granted, shall be subject to the conditions listed above, and further agrees to pay all fees promptly.

Signature \_\_\_\_\_ Name /Title \_\_\_\_\_