



<b>For Office Use Only</b>	
SCAN FEES RECEIVED \$ _____	CASH/CREDIT CARD/PAYPAL/CHECK # _____
USE FEES RECEIVED \$ _____	CASH/CREDIT CARD/PAYPAL/CHECK # _____
Complimentary Copy Received _____	
<u>Permission Granted</u>	<u>Total Scans Requested</u>
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.

**Please do not send funds until receipt of an invoice from the Society.**

**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):**

**Payment Method:**

- |  |  |
|--|--|
| <input type="checkbox"/> Digital image only                      | <input type="checkbox"/> Cash, in person only              |
| <input type="checkbox"/> Permission to publish only              | <input type="checkbox"/> Check                             |
| <input type="checkbox"/> Digital image AND permission to publish | <input type="checkbox"/> Online with a credit / debit card |
| <input type="checkbox"/> Rush fee**                              |  |

\*\* For 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.



## Request for Digital Image Services

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

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

Description: \_\_\_\_\_  
\_\_\_\_\_

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

- Digital File
  - \$5 - Low-resolution jpg, thumbnail image suitable for web or PowerPoint use
  - \$25 - High resolution tif, ~4,000 pixels on the longer side, ideal for publication or enlargements
- 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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**Office Use Only:** Image Scanned \_\_\_\_\_ Permissions / Restrictions \_\_\_\_\_

$\frac{\text{Scan fee}}{\text{Scan fee}} + \frac{\text{Use fee}}{\text{Use fee}} = \frac{\text{Total object fee}}{\text{Total object fee}}$

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## Request for Permission to Publish

### Image Permission Information

Please fill out the section below if you are seeking permission to publish or use provided images for anything other than personal study and research.

The library fee schedule determines the amount due upon permission request; these fees will be invoiced and collected once the permission research is complete. Please do not send funds prior to receiving an invoice from the Society. Please note, prices are subject to change at staff discretion.

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) \_\_\_\_\_

### **In consideration of receiving permission to publish or exhibit photographs from the collections of the Historical Society of Washington, D.C., the applicant agrees to the following conditions:**

1. Use fees for publication/exhibit are applied in addition to reproduction/scan fees. The Society will provide an invoice detailing the per-image fees as determined for the purposes of publication described above; this sum must be received by the Society prior to permission being granted.
2. Reproduction or duplication of materials supplied by the Society to the user is strictly prohibited.
3. Any reproduction will be used in its entirety, unless identified as a "detail." Superimposing upon the image, cropping or bleeding off the page is not acceptable without specific permission.
4. Any reproduction of a Society image that is used on a website must be at a resolution no higher than 72 dpi. It must also bear the appropriate credit line (SEE BELOW).
5. Upon the date of publication and/or exhibition, the publisher or author must provide the Historical Society of Washington, D.C. with one complete gratis copy of any publication, film, videotape, DVD, etc. in which photographs are reproduced.
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.
7. The completion of this form does not imply clearance of any copyright restrictions other than those vested in the Historical Society of Washington, D.C. It is the responsibility of the party using the photographs to ascertain and clear copyright restrictions on materials provided from the Society's collection. (See Warning of Copyright Restrictions)

#### **WARNING OF COPYRIGHT RESTRICTIONS**

*The Copyright law of the United States (Title 17 United States Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.*

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 \_\_\_\_\_