

Oberlin Heritage Center

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The Oberlin Heritage Center grants permission for the use of reproductions of its images, text and data for a variety of purposes. All such uses require the user to seek written permission from the Oberlin Heritage Center and some require a fee. Such fees assist with the long-term care of the collections. Users must contact the Oberlin Heritage Center for permission for additional use not included in the original agreement.

The Request for Permission to Publish, Display or Broadcast Reproductions of Photographs from the Oberlin Heritage Center Resource Center must be completed and signed, and all reproduction and use fees must be paid in advance. Use fees are charged on a per image basis.

TERMS AND CONDITIONS OF USE

1. Permission to reproduce, publish, broadcast or display an Oberlin Heritage Center photograph must be requested in writing on this form. The applicant agrees to abide by all terms, conditions, and provisions of this agreement.
2. Permission for reproduction of images is granted only for the express purpose described in the application. If the intended use of the image is for publication, permission is authorized for one time, non-exclusive use of that image.
3. Copies or prints of images from the Oberlin Heritage Center collections may not be deposited or placed on file in any other repository, including electronic filing methods.
4. The Oberlin Heritage Center does not hold copyright over many of the images and illustrations in its collections. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the images.
5. Photographs may be cropped to suit design and layout, but may not be altered digitally or drawn on in any way so that they look different from their original appearance in the historical collection.
6. The Oberlin Heritage Center reserves the right to decline reproduction of fragile items or reproduction for inappropriate use.
7. Sale of a copy of a photograph, film footage, or illustration from the Oberlin Heritage Center's collections does not involve sale of the copyright. Reproduction and Use Fees are charged for the images, based on OHC's physical ownership of the images, and not on copyright.
8. A credit line must accompany images used in an illustration of any kind. It should read "Oberlin Heritage Center. Oberlin, Ohio."
9. Prepayment of all fees is required before permission is granted for reproduction of images. Default in payment will immediately revoke permission.
10. The Oberlin Heritage Center requests that a copy of any publication that includes Oberlin Heritage Center materials be provided to its archives.

USE FEES

Personal Use	Reference purposes or home display	No Fee
	Gift for personal use (home display)	No Fee
Commercial Display in Public Spaces		Permission and fee to be determined by the Exec. Dir.
Exhibitions	Profit	\$25
	Non-Profit	No Fee
Book Publication	Inside Use	\$50 for first page, \$25 for additional image or reuse.
	Book Cover Illustration	\$100 for first image; \$50 for additional image or reuse.
Academic Uses	University Presses	\$20 per image
	School teachers and youth projects	No Fee
	Academic research projects that will not be published	No Fee
Newspapers, Magazine and Newsletter/Corporate Publications		Permission and fee to be determined by the Exec. Dir.
Advertisement	Non-editorial Use: Posters, Postcards, Calendars, Tee Shirts, etc.	Permission and fee to be determined by the Exec. Dir
All electronic digital formats	Profit	Permission and fee to be determined by the Exec. Dir
	Non-Profit	Permission and fee to be determined by the Exec. Dir
Television Broadcast		Permission and fee to be determined by the Exec. Dir

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Request for Permission for Non-profit, Personal, Educational, Academic, and Commercial Use

Permission can be granted for the following types of use:

Advertising	Brochure or Pamphlet	Magazine or Journal	Video
Book Publishing	Decorative Display	Newspaper	Web Site
Broadcast (television)	Exhibit	Power Point	

Name _____ Phone _____

Company _____

Address _____

City _____ State _____ Zip _____

e-mail _____

Type of use _____

Date of use/publication _____

Title/description _____

Author/producer _____

Photographs:

Additional photographs should be listed on back of this sheet.

I agree to abide by the conditions listed above, and to pay all applicable fees.

Requester's signature

Please sign and return this form to:

Oberlin Heritage Center
P.O. Box 455
Oberlin, Ohio 4