Oberlin Heritage Center

Image Use Policy and Fees

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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

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<th>Category</th>
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<tr>
<td><strong>Personal Use</strong></td>
<td>Reference purposes or home display</td>
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<td>Gift for personal use (home display)</td>
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<tr>
<td><strong>Commercial Display in Public Spaces</strong></td>
<td>Permission and fee to be determined by the Exec. Dir.</td>
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<td><strong>Exhibitions</strong></td>
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<td></td>
<td>Non-Profit</td>
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<tr>
<td><strong>Book Publication</strong></td>
<td>Inside Use</td>
<td>$50 for first page, $25 for additional image or reuse.</td>
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<td>Book Cover Illustration</td>
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<td><strong>Academic Uses</strong></td>
<td>University Presses</td>
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<tr>
<td><strong>Newspapers, Magazine and Newsletter/Corporate Publications</strong></td>
<td>Permission and fee to be determined by the Exec. Dir.</td>
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<td><strong>Advertisement</strong></td>
<td>Non-editorial Use: Posters, Postcards, Calendars, Tee Shirts, etc.</td>
<td>Permission and fee to be determined by the Exec. Dir</td>
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<tr>
<td><strong>All electronic digital formats</strong></td>
<td>Profit</td>
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<td><strong>Television Broadcast</strong></td>
<td>Permission and fee to be determined by the Exec. Dir</td>
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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

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Please sign and return this form to: Oberlin Heritage Center
P.O. Box 455
Oberlin, Ohio 4