

## Oberlin Heritage Center/O.H.I.O.

### Request for Permission to Publish, Display or Broadcast Reproductions of Photographs from the Oberlin Heritage Center/O.H.I.O. Resource Center

For both commercial and not-for-profit reproduction, the Oberlin Heritage Center/O.H.I.O. Resource Center requires that a Request for Permission Form be filled out and submitted prior to the reproduction of requested materials. **In addition to reproduction costs, the Organization may also charge a separate use fee.** Those seeking permission to publish, display or broadcast reproductions of photographs in the collections must complete the form prior to placing their photograph order. The Society reserves the right to deny reproduction of its own fragile photographs. Please read the conditions carefully. Please mail or fax it to the following address:

**Oberlin Heritage Center/O.H.I.O.  
Resource Center  
MPO Box 455  
Oberlin, OH 44074  
Fax: (440) 774-8061**

#### Conditions

1. Permission to reproduce, publish, broadcast or display an Oberlin Heritage Center/O.H.I.O. photograph must be requested in writing on this form.
2. Permission is for **one-time use only**. The Organization retains all rights to the works and they must not be used for any purpose other than that listed on this permission form.
3. Photographs may be cropped to suit design and layout, but they may not be altered or drawn upon so that they look in any way different from the way they appear in the historical collection.
4. The Organization reserves the right to refuse to grant permission and/or provide photograph reproduction services to publishers and individuals who have not complied with its policies.
5. The Oberlin Heritage Center/O.H.I.O. reserves the right to decline reproduction of fragile items or reproduction for inappropriate use.
6. Users must pay the use fee in advance of receiving the duly signed permission form.
7. Each photograph must be credited as "Oberlin Heritage Center/O.H.I.O. Resource Center, Oberlin, Ohio."

#### Use Fees for One-Time Use of Photographs

Books, brochures, magazines, newspapers,	
Films, video productions, television	
Programs, web sites.....	\$ 50.00 per image
Advertising.....	100.00 per image
Commercial decorative display.....	25.00 per image

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## Permission can be granted for the following types of use:

Advertising	Brochure or Pamphlet	Magazine or Journal	Videotape or
Book Publishing	Decorative Display	Newspaper	Videodisc
Broadcast (television)	Exhibit	Slide Show	Web Site

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

e-mail \_\_\_\_\_

Type of use \_\_\_\_\_

Date of use/publication \_\_\_\_\_

Title/description \_\_\_\_\_

Author/producer \_\_\_\_\_

### Photographs: (one per line)

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**Additional photographs should be listed on back of this sheet.**

*I agree to abide by the conditions listed above, and to pay the use fee, if applicable.*

Requester's signature \_\_\_\_\_

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**Staff Use Only**

Permission is hereby granted to publish/exhibit copy photographs from the Oberlin Heritage Center/O.H.I.O. Resource Center, one-time use only, and subject to the conditions listed on this form.

Date \_\_\_\_\_ Staff Name \_\_\_\_\_

Total Fee (Invoice attached) \$ \_\_\_\_\_

Date Payment received \_\_\_\_\_ Photographs received \_\_\_\_\_

## Oberlin Heritage Center/O.H.I.O.

### Photograph Reproduction

#### Price List

<b>Print</b>	<b>Black &amp; White</b>	<b>Color</b>
5 x 7 (or smaller)	\$15.00 each	\$20.00 each
8 x 10	\$20.00 each	\$25.00 each
11 x 14	\$25.00 each	\$30.00 each
16 x 20	\$35.00 each	\$40.00 each

#### Negative

If the Oberlin Heritage Center/O.H.I.O. Resource Center must create a negative in order to provide a print, the customer will also be charged \$8.00 for the development of the negative. All negatives produced are retained by O.H.I.O.

#### Service Fees

There will be an additional service fee charged based on the number of items:

Standard photograph reproduction (see above):

1 – 5 items \$15.00

6 – 20 items \$25.00

Digital Reproduction:

1 disc and up to 2 hours of staff

time to scan photographs \$30.00

Additional staff time \$15.00 per hour

Additional disc \$ 2.00

#### Postage

Postage charges will depend on the method of shipping. This will be negotiated between O.H.I.O. and the customer.

#### Use Fees

Use fees are separate and in addition to reproduction costs. See first page of permission form for use fees.