

Pennsylvania Historical and Museum Commission: Old Economy Village Archives Use of Reproductions Policy

Images or audio reproduced from the collections of the Old Economy Village Archives are for viewing and personal use only unless otherwise specified. The possession of any image or audio from the Archives' holdings does not constitute permission to use it in any other manner. All patrons acquiring publication-quality images or audio must complete this permission form. All requests for publication, reuse, or changes in use must be submitted to the Old Economy Village Archives on this form.

Conditions of Use

Permission is for *one-time use only*, as described on this form, with no other rights. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc.) constitutes reuse and must be applied for in writing to the Old Economy Village Archives. An additional fee will be charged for reuse.

Credit must be given to the Pennsylvania Historical and Museum Commission, Old Economy Village Archives and the creator of the work, if known.

The format of the credit line is indicated on the permission form. Credit lines must appear with the image or on a credit page indicating the page number and location on the page for each work. Films, videotapes and slide shows may use a credit section at the beginning or end to give credit to the Pennsylvania Historical and Museum Commission, Old Economy Village Archives. For web site use, credit should appear either next to or directly below the image.

As noted above, permission to reproduce, publish, broadcast or display an image or audio must be requested in writing. The request should include the proposed title, name and address of the publisher/producer, author, anticipated publishing/release date, and sufficient descriptive information to identify the record or manuscript number of the requested image. In most cases the Commission will request that a copy of the publication be donated to the Commission's library.

The Commission makes no representation that it is the owner of the common law copyright or literary property in its unpublished collections. All responsibility for possible copyright infringement and invasion of privacy arising from use of reproductions is assumed by the user.

If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. The Old Economy Village Archives will provide the creator's name, if known.

User agrees to indemnify and hold harmless the Pennsylvania Historical and Museum Commission, its employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright.

Permission is for one-time use only. The Commission retains all rights to the works and they must not be used for any purpose other than that listed on this permission form.

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.

The Commission reserves the right to refuse to grant permission and/or provide reproduction services to publishers and individuals who have not complied with its policies.

The Pennsylvania Historical and Museum Commission reserves the right to decline to reproduce fragile items.

Commercial users (for-profit corporations or individuals) must pay the use fee in advance of receiving the signed permission form.

In authorizing the publication of a photographic copy, the Pennsylvania Historical and Museum Commission does not surrender its own right to publish it, or to grant permission to others to do so.

Copyright Notice

Permission to examine manuscripts and materials, or the sale of a reproduction, is **not** an authorization to publish, distribute or broadcast, either in print or digitally.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions or use of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction, or loan the material itself. One of these specific conditions is that the photocopy, reproduction or material 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, reproduction, or material for purposes in excess of “fair use,” that user may be liable for copyright infringement.

If the texts or images in question are under copyright, permission to publish must be sought from the owners of the copyrights, typically the creator, the publisher, or the heirs to his or her estate. Old Economy Village may be able to assist in identifying the copyright holders. As noted elsewhere, the Old Economy Village Archives must, however, be cited as the source.

Pennsylvania Historical and Museum Commission
Old Economy Village Archives
270 Sixteenth Street
Ambridge, PA 15003

Pennsylvania Historical and Museum Commission: Old Economy Village Archives
Use of Reproductions Permission Form

Name _____

Institution or company _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

E-mail _____ Country _____

Requests permission for the one-time use of images from the holdings of the Old Economy Village Archives in accord with the **Use of Reproductions Policy** as specifically indicated on the **Use of Reproductions Fee Schedule**. A detailed list containing sufficient information to identify and locate the images must accompany this request and will be used in conjunction with the **Use of Reproductions Fee Schedule** to determine the use fee for this request. Please note that additional alternative uses or subsequent reuse requires reapplication.

Credit Lines should include: Manuscript Number/Title/Series Title/Institution

i.e. Manuscript Group 185: Harmony Society Papers
Business File
Courtesy of Pennsylvania Historical and Museum Commission
Old Economy Village Archives

If publishing or production information is available, please complete the following:

Proposed Title _____

Publisher/ Producer: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release Date: _____

For web use, please describe how the image(s) will be used: _____

URL _____

I have read and agree to abide by the **Use of Reproductions Policy**:

Requested by: _____ Date _____

Approved by: _____ Date _____

_____ I/we request the digital image for personal use only. I/we understand that the appropriate fee must be paid for any other use of the image.

_____ (sign here) _____ (date)

_____ Copyright to the image(s) identified in this request is held by the PHMC and permission to use the image(s) is granted by the PHMC. _____

Pennsylvania Historical and Museum Commission: Old Economy Village Archives
Use of Reproductions Fee Schedule
(Not a Copyright Permission Fee)

The following fees are assessed for use of images and audio-visual materials from the Old Economy Village Archives holdings. Use fees cover one-time use in the format indicated on this form, and are assessed per image or for first 3 minutes of audiovisual material. Additional uses and uses in other formats may result in additional fees. The charges must be paid in full prior to date of publication or broadcast. **Use fees are non-refundable.**

Please indicate the intended use and number of images in each category, and, if audio-visual, indicate the number of minutes.

Under 5,000 Circulation/print run:

\$40.00 commercial use _____

\$20.00 non-profit use* _____

Circulation/print run of 5,000 or over:

\$100.00 commercial use _____

\$50.00 non-profit use* _____

Broadcast use, commercials, motion pictures, radio/television productions:

\$200.00 commercial use _____

\$100.00 non-profit use* _____

Other Use _____ (cost is negotiable and determined at the discretion of Old Economy Village) Please specify use:

Total Use Fee Due _____

Checks should be made out to Friends of Old Economy Village. Visa and Master Card payments may also be made over the phone at (724) 266-4500.

*Non-Profit Use: These fees apply only to those organizations and corporations with legal non-profit status.

Pennsylvania Historical and Museum Commission: Old Economy Village Archives
List of Images to be Used

Image or Document Numbers/Descriptions (attach additional sheets if needed)

Instructions:

Please consult with archives staff to determine the appropriate image and document numbers or descriptions to use

A separate **Use of Reproductions Permission Form** must be completed for each distinct product (i.e. use of images in a book and in a video, or on a website and in an exhibit).

Complete a separate image list for each different type of use or series of images (i.e. use of one image on the cover of a book and other images inside a book should be listed on separate sheets); however, all uses for one product may be included on the same **Use of Reproductions Permission Form**.

8/2019