



For HSW use only		
SCAN FEES RECEIVED		CASH/CC VIA PAYPAL/CHECK #
PERMISSION FEES RECEIVED		CASH/ CC VIA PAYPAL/CHECK #
IMAGE(S) SCANNED		
IMAGE(S) DELIVERED		
PERMISSION GRANTED		
On	By	ORDER COMPLETE

Request for Digital Image Reproduction and Permission to Publish

The Historical Society of Washington, D.C. (HSW) provides and licenses digital image reproductions of materials within the collections upon request. This form accommodates two service requests, each with its own associated fees: digital reproduction (i.e. scan) and permission to publish (i.e. use). **Scan fees must be received prior to the order being processed; use fees are invoiced and collected once the permissions research has been completed.** Providing a digital reproduction 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 HSW owns the copyright and can therefore grant use and collect licensing fees; (b) if as far as the HSW has determined the image is in the public domain and therefore not subject to collection of licensing fees by the HSW (a flat \$10 service fee applies); or (c) if the researcher needs to seek permission from another source.

The HSW does not provide printed reproductions. Please note some material may be restricted due to object condition and copyright regulations.

Name: _____ HSW Member YES / NO

Organization: _____ HSW Corporate Member YES / NO

Non-Profit YES / NO Non-profit Tax ID Number _____
(Commercial fees will apply if not provided)

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:

- Digital reproduction only
- Permission to publish only
- Digital reproduction and permission to publish

Delivery Method (check all that apply):

- Electronic delivery via a link sent to your email account (free)
- CD picked up in person at the HSW (\$10)
- CD sent via USPS flat parcel shipping (\$15)
- CD sent via your personal/company's FedEx Account, \$10 plus charge to FedEx No. _____
- Rush fee (orders completed within 24 hours – add 150% of total scan/use fees; within 3-5 business days – add 100% of total scan/use fees). Rush orders must be confirmed and are subject to staff availability.

Payment Method:

- Cash, in person only
- Check made out to The Historical Society of Washington, D.C. sent with this completed form to Attention Image Reproduction, Kiplinger Research Library, The Historical Society of Washington, D.C., 801 K St. NW Washington DC 20001
- Online with a credit card through PayPal via <http://www.historydc.org/library/libraryservices.aspx> (this option does not require a PayPal account)



Request for Digital Image Reproduction (Scan)

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
 - Low-resolution jpg, suitable for web or PowerPoint use (\$5)
 - High resolution tif, ~4,000 pixels on the image's longer side, ideal for publication or enlargements (\$25)
- 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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Request for Permission to Publish (Use)

Image Permission Information

Please provide this information 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 permissions research has been completed, and prior to granting of such permission. Please do not send funds prior to receiving an invoice from the HSW.

Permission to publish or exhibit is requested for the following use:

Type of use (editorial, advertising, or exhibition) _____

Medium (book, article, display, brochure, video, etc.) _____

Title of publication or exhibition _____

Author/Designer (if applicable) _____

Publisher/venue (if applicable) _____

Expected 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. (HSW), the applicant agrees to the following conditions:

1. Use fees for publication/exhibit are applied in addition to reproduction/scan fees. The HSW 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 HSW prior to permission being granted.
2. Reproduction or duplication of materials supplied by HSW to the user is strictly prohibited. Commercial use or sale of duplicated slides, negatives or prints is forbidden.
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 an HSW 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 Kiplinger Research Library of 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 HSW. Each reproduction of an item from HSW'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 HSW's collection. (See Warning of Copyright Restrictions below)

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 _____



Permission Fees for Public Use of Images

Requests for permission to use images for publication or exhibition must be made in writing and submitted with a ***Request for Digital Image Reproduction and Permission to Publish*** form. Permission fees are charged per image, per format, and are separate from image reproduction charges. You must provide a state or federal non-profit identification number for non-profit projects. Permission is for one-time use; releases and new editions require a new permission request. The Historical Society reserves the right to charge additional special fees depending upon the requested usage. All fees are subject to change. **These fees will be invoiced and collected once the permissions research has been completed, and prior to granting of such permission. Please do not send permissions funds prior to receiving an invoice from the HSW.**

- **Bulk Printing:** 5% discount on use fees for orders of 10-20 images; 10% discount on use fees for orders of 21+ images.
- **Reuse Rate:** For subsequent editions, permission fees are reduced to 75 percent of the current fees.
- **Multimedia Permissions Bundle:** 3 or more permissions per image

Image #1: 100% of the current permission fee

All other images will be charged at a rate of 50% of the current permission fee

Print Books and E-Books

Image Use	Commercial Fee	Non-Profit Fee
Cover/Jacket (regardless of print run)	\$150	\$75
Circulation-5,000 or less	\$25	\$15
Circulation-5,001 to 9,999	\$50	\$25
Circulation-10,000 to 24,999	\$80	\$35
Circulation-25,000 to 49,999	\$100	\$50
Circulation-50,000 to 79,999	\$130	\$65
Circulation-80,000 or more	\$150	\$80
Electronic Book	\$125	\$50
Dissertations	N/A	\$10

Print Media-Magazine & Catalog

Image Use	Commercial Fee	Non-Profit Fee
Cover (regardless of print run)	\$150	\$50
Circulation-9,999 and under	\$30	\$10
Circulation-10,000 to 24,999	\$40	\$20
Circulation-25,000 to 49,999	\$50	\$30
Circulation-50,000 to 99,999	\$70	\$40
Circulation-100,000 or greater	\$90	\$50

Print Media-Newspaper/Journal/Brochure

Image Use	Commercial Fee	Non-Profit Fee
Cover	\$125	\$40
Circulation- to 9,999	\$20	\$10
Circulation-10,000 to 24,999	\$30	\$15
Circulation-25,000 to 49,999	\$50	\$20

Circulation-50,000 to 99,999
 Circulation-100,000 or greater

\$70
 \$90

\$30
 \$40

Print Advertisement (Print, Broadcast, Video, Web)

Image Use	Commercial Fee	Non-Profit Fee
One language/One Country	\$200	\$75
One language/Worldwide	\$300	\$150
All languages/Worldwide	\$400	\$200
Billboards and Other Uses	<i>Please email for rates</i>	

Television/Film Production

Image Use	Commercial Fee	Non-Profit Fee
Educational/Non-Theatrical	\$45	\$20
Television-Local (including advertisements)	\$100	\$25
Television-Network (including advertisements)	\$150	\$50
Theatrical Release	\$200	\$125
Set Dressing	\$100	\$50

Video/DVD/CD-Rom

Image Use	Commercial Fee	Non-Profit Fee
Cover/Jacket	\$250	\$75
499 copies and under	\$50	\$20
500 to 4,999 copies	\$75	\$35
5,000 to 9,999 copies	\$100	\$50
10,000 to 24,999 copies	\$125	\$75
25,000 or more	\$150	\$85

Exhibition/Display/Presentation

Image Use	Commercial Fee	Non-Profit Fee
<i>Prices are for single project/life of exhibition only</i>		
Exhibition (includes exhibition video, not for broadcast, sale or other distribution, and give-away educational materials such as gallery guides, teachers' packets, etc.)	\$150 min.	\$25
Promotional Use (including web; 5-year term)	\$150 min.	\$25
Home Décor (Personal)	N/A	\$25
Private Office Décor	\$50	\$25
Retail Décor/Display in public area	\$150	\$25
Research/Presentation/Public Lecture	\$20	\$10

Other Uses

Image Use	Commercial Fee	Non-Profit Fee
Posters, postcards, leaflets, calendars	\$35	\$15
Internet (3 year license)	\$100	\$20