



1608 Genesee St, Utica, NY 13502

Date: _____

REQUEST FOR PERMISSION TO PUBLISH & REPRODUCE

1. IMAGE(S) REQUESTED

Brief description of image:

File Name / Accession number

2. PUBLICATION RIGHTS REQUESTED

Category of Use: ACADEMIC / NON-PROFIT COMMERCIAL RESEARCH/ PERSONAL

FILM, VIDEO, DVD, TELEVISION

Producer: _____

Channel/Network: _____

Scheduled airing date and time: _____

COMMERCIAL ELECTRONIC: CD-ROM Website, provide URL _____

PRINT: (choose one below)

Book

Edited Volume

Periodical

Exhibit

Other

Publication Title: _____

Publisher: _____

Publication Date: _____

ADDITIONAL COMMENTS:

CONTACT INFORMATION

Name: _____

Title: _____

Institution: _____ Non-profit

Address: _____

Email: _____ Phone: _____

FORM SUBMITTAL INFORMATION

This form can be submitted to Oneida County History Center by mail (see address above), or by email (ochs@oneidacountyhistory.org). Email is preferred. A completed copy will be returned to you once permission is granted.

RIGHTS AND REPRODUCTION CONDITIONS

Research images are provided only for the purpose of personal or professional study. Unless otherwise stated in writing by the Oneida County History Center, no reproductions in any form may be made from research images. If the Oneida County History Center grants permission for reproduction the following conditions apply:

Credit Guidelines: The following basic credit line must be used for each image reproduced, unless an alternative is provided. • **Courtesy Oneida County History Center, Utica, NY.**

We ask that you comply with these guidelines:

- **Published Materials:** the credit line should appear on the same or facing page as the image or on a separate photo credits page. Each individual image must be credited properly.
- **Films, Filmstrips, and Video Presentations:** include the credit within the “Sources for illustrations/Images” or “Credits” section of the production.
- **Exhibitions:** the credit should appear in the exhibition area, preferably directly below or adjacent to the image.
- **Web use:** the credit should appear either adjacent to the image or in a “Sources of Illustrations/Images” section.

Caption Guidelines: The purchaser is required to use the caption information provided on the Rights and Reproduction Agreement. If applicable, additional credit must be given as instructed. Requests for any changes in wording must be submitted in writing to the Oneida County History Center for final review and approval.

Permission: The Oneida County History Center grants permission for **one-time, non-exclusive use in one publication** with U.S., Canadian, and World Rights only for the purpose applied for in writing by the purchaser on the Rights and Reproduction Agreement. Reprints and new editions require new application for use. In authorizing the publication of an image, the Oneida County History Center does not surrender its own right, title ownership or right to publish or to grant permission to others to do so.

Rights of Refusal: The museum reserves the right to decline to provide images to applicants who have not complied with its policies or whose products are unacceptable to the museum for any reason.

Alteration: Images supplied may not be cropped, distorted, superimposed on any other image, or shown in detail, without written permission from the Oneida County History Center.

Proofs: The Oneida County History Center reserves the right to examine proofs and captions prior to final publication approval.

Digital Media: Permission for electronic publication (CD-ROM, web pages, on-line databases, etc.) will only be granted for publication in a format that is secured to prevent unauthorized downloading, copying, and/or manipulation of content. Images used on website shall be no more than File shall be down sized to a maximum of 1080 pixels wide.

Gratis Copy: The publisher or purchaser shall furnish, without charge, to the Oneida County History Center two copies of the publication in which the image appears.

Disclaimer: The Oneida County History Center assumes no responsibility for infraction of copyright laws, invasion of privacy, or improper or illegal use that may arise from reproduction of the image. Responsibility for obtaining any third-party permission, if necessary, rests solely with the user. The purchaser's signature, receipt of payment, or reproduction of the image shall constitute proof of purchaser's agreement to all conditions stated herein.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (title 17, United States Code) governs the making of photocopies or 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 specific 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 copyright law.



1608 Genesee St, Utica, NY 13502

2021 FEE SCHEDULE

Check/Circle all that apply	Fee Schedule for One-Time Non-Exclusive Usage Rights (Per Image)	Academic / Non-Profit	Commercial	Research/ Personal
	Book / Exhibition Catalog	\$35	\$70	Variable
	Newspaper / Periodical, Brochure, Annual Report, Advertising	\$35	\$70	Variable
	Video, CD, DVD, Other Media	\$50	\$100	Variable
	Website	\$35	\$70	Variable
	Museum Exhibition	Call for pricing		

Indicate No. for each	Reproduction Fees (per image) Pricing based on 8" x 10" print @ 300-600 dpi	Academic / Non-Profit	Commercial	Research/ Personal
	Color digital (existing scanned image)	\$30	\$50	\$25
	Color digital (new scan of photo)	\$35	\$70	\$30
	Color digital (new photography of photo or artifact)	\$50	\$100	\$40
	Other	Call for pricing		

NOTE: Other fees may apply at the discretion of the Oneida County History Center. Discounts may apply for bulk orders or upon special application. **Prices do not include Oneida County Sales tax. 8.75%.**

CONDITIONS OF APPROVAL

Permission to reproduce images of works of art from the Oneida County History Center is granted upon acceptance of the conditions described below. Any breach of the following terms and conditions will result in revocation of permissions at the discretion of the OCHC. By Signing below you agree to all terms outlined in this document.

1. All requests for image use and reproduction must be made in writing.
2. Payment is in UNITED STATES currency for all orders, and must be made to the Oneida County History Center 1608 Genesee Street, Utica, NY 13502
3. All reproductions must be made from photographic materials supplied by the OCHC. Reproduction from non-photographic materials (ex. Photocopy) is strictly prohibited.
4. Full documentation of the object reproduced must accompany the reproduction, either directly beneath, on a facing page, on the reverse, or elsewhere in a publication such as an image list. In the case of electronic media (television, video, DVD, CD) a general attribution must appear in production credits. For reproductions published on the internet, credit must accompany the reproduction either beneath the image or next to it.
5. Permission is granted for one usage in one publication, one edition, and in one language. Any further reproduction will require an additional fee and written permission from the OCHC.
6. The reproduction must be printed in full tone black and white or full color and may not be reproduced on colored stock. Nothing may be superimposed over the image without approval from OCHC.

Requestor Name: _____ **Signature:** _____

OCHC Staff Approval: _____

Date Released: _____ **Amount Due:** _____ **Payment Type:** _____