

**The Summit County Historical Society of Akron, Ohio**

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Photograph Work Order No. \_\_\_\_\_

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1. **Credit Line:** The credit line must read “**The Summit County Historical Society of Akron, OH; housed at Akron-Summit County Public Library**” For web site use, the statement must read “**Summit County Historical Society, Copy and Reuse Restrictions Apply**” and must be placed near the image and linked to our web site at [www.summithistory.org](http://www.summithistory.org). Images used off Summit Memory will be documented at the following: “**Summit Memory – Summit County Historical Society collection.**”
2. **Direct Promotion:** The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation.
3. **Ownership:** SCHS does not claim exclusive ownership of the rights to all the images in our collection. We are simply granting permission to use images in our collections.
4. **Use fees:** Summit County Historical Society charges use fees to support the preservation and maintenance of our collections. Use fees must be paid in full prior to the date of publication or broadcast.
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6. **Image Manipulation:** Summit County Historical Society’s primary interest is to protect the integrity of the original. SCHS will not allow the inversion of the original or the removal (except for allowable cropping) or addition of content. We will allow adjustments to contrast and sharpness. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement must be added describing any changes. Any manipulation of the materials beyond that stated in the policy must be approved by SCHS.
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Request by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
The Summit County Historical Society of Akron, Ohio Representative and Title (signature will be placed on document and mailed to requester upon receipt of payment.)

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<u>Book Use</u>	
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Over 5,000 circulation	\$25.00 _____

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Personal/Non-profit use	\$10.00 _____
Commercial use	\$25.00 _____

Audio/Visual  
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**Total fees for request: \$ \_\_\_\_\_**

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