

The Summit County Historical Society of Akron, Ohio

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PERMISSION FORM

Summit County Historical Society has not determined copyright status for many of the photographs and audiovisual materials in our collection. Therefore, SCHS is acting only as an owner of the physical original, unless we have in our possession a written conveyance of copyright from the creator or his/her heirs. SCHS is not responsible for either determining the copyright from the creator or his/her heirs. SCHS is not responsible for either determining the copyright status of the image(s) or for securing copyright permission. Possession of a SCHS photograph does not constitute permission to use it. Users of materials are required to complete and return this permission form. Summit County Historical Society charges personal, non-profit and commercial users fees in order to support the maintenance of the collections. Use fees will be determined from the information on the permission form. Please read, supply requested information, sign and return this form to The Summit County Historical Society of Akron, Ohio, 550 Copley Road, Akron, Ohio 44320. Upon receipt of payment to SCHS, the Library will release image(s) in a digital format. **All images will be delivered as 300 ppi jpps unless otherwise specified. Website restricted may be reviewed under condition #8.**

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Non-profit: book, exhibit, periodical, film, poster, video tape, web, CD ROM or other _____

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NON-PROFIT FEE ELIGIBILITY We support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing suitable documentation such as tax-exempt certificates or letters of identification.

SEE REVERSE SIDE FOR USE FEE SCHEDULE

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

Proposed Title: _____

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

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At the time of publication, we request a complimentary copy of products using materials from the Society's collection. In those limited cases when Summit County Historical Society does allow members of the public to make digital copies of materials, we request a complimentary copy of the digitized images at the highest resolution for the Society's research collections.

Please itemize below each image or audiovisual material to be used or attach information on a separate page. Include catalog number and brief description of each image, and/or the title, description, and number of minutes for audiovisual material. (Photocopies of the images may be submitted in lieu of itemizing.) If a copy of the photo order form is enclosed, please indicate on the form the images you want to use. Use fees will be determined from this itemized listing. **Use fees will not be refunded.**

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(Office Use Only)

Photograph Work Order No. _____

The user agrees to the following conditions:

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. 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.
5. **Indemnification:** The user agrees to defend, indemnify, save and hold harmless Summit County Historical Society, its employees, officers or designate, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.
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.
7. **Endorsement:** Use of materials from Summit County Historical Society does not imply that SCHS endorses any product, enterprise, expressed opinions, or confirms the accuracy of any content on the site, in publication and broadcast.
8. **Web Site Use:** Images may be distributed via the World-Wide Web, as part of a single online display, exhibit, site or online collection. Any addition or different use of the image(s) will require renegotiation. **Resolution:** Summit County Historical Society normally will **not** allow an image higher than 100 dpi to be placed on a web site. Arrangements for higher resolution must be made with SCHS ahead of time.
9. **Noncompliance:** Summit County Historical Society reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with our policies.

Please note: The user assumes all responsibility for conforming the law of libel and copyright which may be involved in the use of these materials.

I have read and agree to abide by the conditions listed above.

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.)

USE FEE SCHEDULE

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Personal/Research Use	Non-profit Use	Commercial Use
\$10.00 per image	\$10.00 per image	\$50.00 – 1 st use - subsequent uses negotiable

<u>Book Use</u>	
Under 5,000 circulation	\$10.00 _____
Over 5,000 circulation	\$25.00 _____

<u>Web Site Use</u>	
Personal/Non-profit use	\$10.00 _____
Commercial use	\$25.00 _____

Audio/Visual
Discussed per project – contact SCHS ahead of time

Total fees for request: \$ _____

Date received at SCHS: _____

(Office Use Only)
Photograph Work Order No. _____