



Wilton Historical Society

## Image Production and Usage Rights Agreement

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Hereby requests images of the following material in the collections and archives and of the Wilton Historical Society:

Description of the image(s) to be produced:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe below the intended use of the image(s) to be produced:

Research/Personal/Other Fair Use Activity (specify) \_\_\_\_\_

\_\_\_\_\_

Publication through print, video, website or other medium (specify) \_\_\_\_\_

\_\_\_\_\_

Display or Exhibition (Specify) \_\_\_\_\_

\_\_\_\_\_

Other (Specify) \_\_\_\_\_

I have read the attached Image Production and Usage Rights Policy Statement and Fee Schedule and agree to be bound by the terms and conditions thereof.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Wilton Historical Society

## Image Production and Usage Rights Policy Statement and Fee Schedule

The Wilton Historical Society (“WHS”) will provide reproductions of material in its collections and archives under the following terms and conditions:

### Image Production

1. WHS reserves the right to not allow reproduction of material for any reason, including situations in which WHS has concerns about the conservation or preservation of the material or concerns about copyright or other restrictions on the material.
2. Permission to publish is not implied from the delivery of reproductions. Permission to publish must be obtained separately under the terms and conditions stated herein.
3. All fees for reproduction of material must be paid in advance.

### Fees for Reproduction Services

Unless otherwise agreed in writing below, the fees for reproduction services are as follows:

#### Photocopy or Low Resolution Digital Image

\$5 members/ \$10 non-members

#### Print Quality Reproductions From Existing Images (outsourced)

5x7 or smaller: \$20

8x10 or larger: \$35

#### Digital Copies of Existing Images

300 dpi (or higher) JPEG or TIFF: \$25

#### New Photography

If new photography is required, a \$35 set-up fee will be charged in addition to any costs incurred by WHS for this service.

WHS may provide services at a rate other than that stated above whenever it deems it appropriate, provided that rate is stated below and signed by a member of the WHS staff.

Adjusted Fee: \_\_\_\_\_ WHS Signature \_\_\_\_\_



Wilton Historical Society

## Usage Rights

1. Reproductions of material are provided only for the purposes stated in writing in the Image Production and Usage Rights Agreement.
2. Any publication of a reproduction from WHS must contain the following in a caption or credit line: Courtesy of the Wilton Historical Society.
3. In authorizing publication, WHS does not surrender its own right to publish the material or to grant others permission to do so.
4. WHS will endeavor to identify known copyright, privacy or other restrictions on the material reproduced, however, applicant assumes full responsibility for infringement of such rights arising from its use and will indemnify WHS for any costs and liabilities resulting therefrom.
5. Any alteration of a reproduction, including the use of any portion thereof, must be approved in advance by WHS.
6. WHS reserves the right to request a proof for approval prior to publication and to revoke permission prior to publication if WHS in its sole discretion deems that to be appropriate.
7. One complimentary copy of each publication in which the reproduction appears shall be delivered to WHS.
8. All publication fees must be paid in advance before permission to publish will be granted.

## Fees for Publication Rights

Unless otherwise agreed in writing below, the fees for publication rights regarding reproductions shall be as follows:

### Local or Regional Publication

Non-profit use: \$25

Commercial use: \$45

### National Publication

Non-profit or commercial use: \$125

### Exhibition

Temporary: \$25

Permanent: \$50

WHS may permit publication at a rate other than that stated above whenever it deems it appropriate, provided that rate is stated below and signed by a member of the WHS staff.

Adjusted Fee: \_\_\_\_\_ WHS Signature \_\_\_\_\_