

**Chester County Historical Society
Reproduction Policy
Revised January 1, 2013**

1) Requests:

Chester County Historical Society (hereafter, CCHS) retains all rights to reproductions and publication in any form of items in its collections.

All requests for publication, exhibition and commercial uses must be made in writing using the appropriate CCHS forms. Forms can be requested in person, via email, CCHS website, mail, telephone or FAX.

Reproduction and Use Fees must be paid in advance. If the work is not used in the final product, the Use Fees may be refunded upon approval of written request. Reproduction Fees are not refundable.

2) Permission:

Possession of a CCHS image does not constitute permission to publish the image. Permission must be requested using the appropriate CCHS forms and when granted, notification will be sent to the requestor in writing.

Only reproductions supplied by CCHS are to be used for publication. Use of photocopied material is prohibited.

Permission to reproduce covers only single edition, in one format, published under the imprint of one publisher. Exclusive and serial rights are not granted. Supplemental or revised editions being published and copyrighted by the same or other publishers, whether in the same or in different languages or in an electronic format different from the format originally authorized and subsequent revised new editions will be considered upon application. Additional use of any kind, including reprints, further editions, etc. will require reapplication. Written permission must be received from Chester County Historical Society for each use of any photograph for publication or commercial use.

Permission will only be approved for electronic publication in a format that is sufficiently secure to prevent unauthorized downloading, transferring, copying and manipulation of content, with specialized technologies utilized specifically for digital image protection. The resource file must be hidden from view so that the file names and icons do not appear in windows or on the desktop.

Failure of the requestor to abide by the conditions for use or publication of any image owned by the Chester County Historical Society outlined in this document will constitute a breach of agreement and result in forfeiture of permission and possible legal action.

Materials appearing on the Society's web site may not be reproduced, saved, or "lifted" for any purpose.

3) Reproduction:

Photographic work or digitization for any and all purposes will be done by CCHS staff or a photographer selected or authorized by CCHS under its supervision at a location approved by CCHS. CCHS reserves the right to refuse requests for reproductions.

No image may be in any way distorted, whether by rotation, inversion, change of proportions, colorization, superimposition, animation, cartooning, removal of blemishes or inscriptions or other method. The image will not be cropped in any dimension or otherwise altered without CCHS permission. If a cropped image is approved to be used, the word "Detail" must appear in the caption.

4) Credit line:

A full credit line, "**Chester County Historical Society, West Chester, PA**" must be printed adjacent to each photograph or on the credits page.

Incomplete or incorrect credit lines must be corrected in future editions.

5) Gratis copy:

CCHS requests that the publisher furnish one complimentary copy of the work in which the reproduction(s) appear.

6) Disclaimer:

CCHS gives no exclusive right to any publisher, author, or photographer and assumes no responsibility for duplication of subjects by others or any responsibility for claims by third parties.

The license to reproduce may not be transferred to a third party nor may any photographic materials, its derivatives or digital files be transferred to any other user.

In the case of works by living artist or other copyrighted material, the burden of obtaining all necessary reproduction and use permission rests with the requesting party.

Outside the provision of copyright law known as "Fair use" CCHS reserves the right to refuse requests for reproductions that would be in violation of copyright law.

I acknowledge that I have read the CCHS photographic reproduction policy statement and understand and agree to the terms as set forth therein.

Signature: _____ Date: _____

Name
printed: _____

CCHS staff: _____ Date: _____