CONTRACT FOR USE OF PHOTOGRAPHIC, FILM, OR IMAGE REPRODUCTION FROM THE INDIANA HISTORICAL SOCIETY

Name	Order Form #
Institution	Date of Request
Address	IHS Staff Contact
City, State, Zip	Telephone
Email	
STATEMENT OF INTENDED USE	

1. Permission to use photographic, film or other image reproduction from the Indiana Historical Society is granted for "one-time only" use in the manner specified in this Contract in the above section "Statement of Intended Use." Any subsequent or additional use (including reprints, second editions, special editions, editions in different languages, videotape editions of television broadcasts, website use, digitalization, electronic transmissions, etc) must be applied for in writing and are subject additional use fees.

2. Proper and full credit must be given. The credit line is: **INDIANA HISTORICAL SOCIETY**. When provided, negative numbers, photographers' names, and collection names must also be included in the credit.

- (a) With printed matter, it is preferred that the credit line appear on the same or facing page as the illustration. Negative numbers must appear either near the illustration or at the point of credit. It is mandatory that each item be credited individually.
- (b) With films, filmstrips, multimedia slide presentations, digital files or copies (still or moving), and videotapes, include the credit within a "Source of Illustrations" section. If a companion guide, manual, or other printed publication is produced, credit at the point where the illustration is discussed.
- (c) With news spots, credit on screen with the reproduction or within the script for the segment.
- (d) With exhibitions, credit within the exhibition area, preferably near the reproduction.

3. One complimentary copy for each publication, in which photographic, film or image reproductions appear, shall be furnished to the Indiana Historical Society Library.

4. Changes made to the appearance of the original item, such as cropping, superimposition, tinting, retouching, digital enhancement, etc. must be indicated in the accompanying caption or label.

5. Materials reproduced as dust jackets, end papers, murals, or other uses deemed as "special uses" are subject to higher use fees. Reproductions used in advertisements for publications that contain that specific image are subject to both publication and advertising use fees.

6. Material reproduced as unbound material, such as posters, note cards, and post cards, are considered to be "special uses" and will not be permitted without a specifically authorized "Letter of Permission."

7. In authorizing the publication of a reproduction, the Indiana Historical Society surrenders neither its own right to publish, nor its right to grant permission for others to publish.

8. NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. 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 specified 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 purpose 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 the copyright law. THE INDIANA HISTORICAL SOCIETY MAKES NO REPRESENTATION OR WARRANTY THAT YOUR USE OF ANY WORK IS LAWFUL OR AS TO THE STATUS OF ANY COPYRIGHT AND ASSUMES NO RESPONSIBILITY FOR RESOLVING QUESTIONS CONCERNING COPYRIGHT.

I have read and understand the above conditions and copyright restrictions explained herein and will comply with them. I also state that I am an authorized representative of the publisher or producer of the project described on this form.

DATE

The Indiana Historical Society hereby grants one-time rights to reproduce the item(s) requested for the project described above.

IHS SIGNATURE