



## Image Reproduction Order Form and Application for Image Publication or Exhibition

New Hampshire Historical Society, 30 Park St., Concord, NH 03301  
603-228-6688 nhhistory.org

### Digital Image Reproduction Policy

The New Hampshire Historical Society provides high resolution TIFF or JPEG files to those requesting reproduction of items in the Society's collections. Reproduction of an image does not constitute permission to publish. To publish or exhibit an image, permission must be obtained. Copyright clearance is the responsibility of the patron. The following fees apply to image reproduction:\*

- \$25 per image for items that have been previously digitized
- \$50 per image for items that have NOT been previously digitized

\*Items requiring special equipment to be digitized will be priced on an individual basis. Members of the New Hampshire Historical Society receive a 10% discount. An additional \$7 will be charged for orders requiring shipping. The Society ships via USPS first-class mail only.

### Image Publication and Exhibition Permission

Users must obtain formal permission to publish or exhibit an image belonging to the New Hampshire Historical Society. Fees to publish or exhibit an image are separate from reproduction fees and are charged per image. Copyright clearance is the responsibility of the patron. Permission to publish or exhibit a reproduction is granted for one-time use only. In consideration for receiving permission to publish or exhibit images from the collections of the New Hampshire Historical Society the applicant agrees to the following conditions:

1. Payment of all fees for any reproduction used in a publication.
2. Permission is granted only for one usage in one publication and one edition.
3. All images remain the property of the New Hampshire Historical Society.
4. Credit line must accompany each image and read "Courtesy of the New Hampshire Historical Society."
5. The publisher or author must provide the New Hampshire Historical Society with one complete gratis copy of any publication in which the image is reproduced. If the image is to be used on a website, the publisher or author will provide a link from its website to the New Hampshire Historical Society's website at [nhhistory.org](http://nhhistory.org).

The following fees apply to image publication and exhibition:

	<b>Nonprofit</b>	<b>Commercial</b>
Publication (including a website)	\$25 per image	\$100 per image
Exhibition	\$25 per image	\$100 per image

The New Hampshire Historical Society reserves the right to change or modify its prices and other terms and conditions applicable to image reproduction and use.

## **Copyright Information**

The copyright law of the United States (Title 17) governs the making of photocopies and 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 “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 purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying or digitization order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Duplication of images from the collection of the New Hampshire Historical Society is governed by the foregoing policy. Further reproduction of images from the Society’s collections is permitted only after the completion of an “Application for Image Publication or Exhibition.” The completion of said application does not imply clearance of any copyright restrictions other than those vested in the New Hampshire Historical Society. It is the responsibility of the party using the images from the collections of the New Hampshire Historical Society to ascertain and clear all copyright restrictions.



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Date of order \_\_\_\_\_

Name: \_\_\_\_\_  Member  Nonmember

Organization: \_\_\_\_\_  Nonprofit  Commercial

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose/Use of Image(s):  Personal  Publication  Exhibition

Title of Publication or Exhibition: \_\_\_\_\_

Website address: \_\_\_\_\_

Author(s)/Curator(s): \_\_\_\_\_

Publisher or exhibitor name and address (if different from above): \_\_\_\_\_

Expected date of publication or exhibition: \_\_\_\_\_

**Acceptance of Image Reproduction Policy**

*I have read the New Hampshire Historical Society’s image reproduction and use policy statements and conditions and agree to make no use of the images other than that described herein. I further agree that the images shall not be sold, published, or otherwise publicly disseminated either for profit or not for profit without the prior written permission of the New Hampshire Historical Society.*

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptance of Image Publication and Exhibition Permission Policy and Conditions**

*I have read the New Hampshire Historical Society’s image reproduction and use policy statements and conditions and agree to make no use other than that described herein. I also assume sole responsibility for infringement of copyright, or other rights pertaining to this material, and I indemnify and hold harmless the New Hampshire Historical Society against all suits, claims, actions, and expenses arising out of the use of the materials. I will credit the materials used as “Courtesy of the New Hampshire Historical Society.”*

Agreed: \_\_\_\_\_ Date \_\_\_\_\_

New Hampshire Historical Society: \_\_\_\_\_ Date \_\_\_\_\_



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<b>Image Description</b>	<b>File Name</b>	<b>Format/Size/PPI (JPEG/TIFF)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Special Instructions** \_\_\_\_\_  
\_\_\_\_\_

**Image Reproduction and Permission to Publish or Exhibit Charges**

\_\_\_\_\_ images previously digitized x \$25 per image: \$ \_\_\_\_\_

\_\_\_\_\_ images NOT previously digitized x \$50 per image: \$ \_\_\_\_\_

\_\_\_\_\_ images published or exhibited x \$25 (nonprofit rate): \$ \_\_\_\_\_

\_\_\_\_\_ images published or exhibited x \$100 (commercial rate): \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

New Hampshire Historical Society member discount (10%): (\$ \_\_\_\_\_)

**Subtotal** \$ \_\_\_\_\_

**Delivery Method:**

CD-R shipped via USPS first-class mail (\$7.00) \$ \_\_\_\_\_

CD-R picked up by patron No charge

Dropbox No charge

**TOTAL** \$ \_\_\_\_\_

**Payment**

Cash       Check #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Checks should be payable to the *New Hampshire Historical Society* and mailed to 30 Park Street, Concord, NH 03301.