

## Conditions for the Publication, Display, or Broadcast of Photos Request for Permission

For both commercial and non-profit photo reproduction, the Morrison County Historical Society (MCHS) requires that a **Commercial/Public Use Permission Form** be filled out and submitted prior to the reproduction of requested materials. In addition to reproduction costs, MCHS may also charge a separate commercial use fee. Those seeking permission to publish, display, or broadcast reproductions of photographs in the collections must complete the form prior to placing their order. Please read the following conditions carefully. Return the completed Permission Form to the Morrison County Historical Society, 2151 South Lindbergh Drive, PO Box 239, Little Falls, MN 56345.

1. Credit must be given to the **Morrison County Historical Society** and the creator of the work, if known.
2. The credit line for each photo will be supplied by MCHS. Credit lines must appear with the image or in a credit section of the work.
3. If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. MCHS will provide the creator's name, if known.
4. **Federal Copyright Law prevents MCHS from reproducing photographs from books and other media which are protected by copyright law or from supplying copyrighted works to those MCHS has reason to believe will violate said laws.**
5. Permission to reproduce, publish, broadcast, or display a photograph from MCHS collections must be requested in writing via a completed Commercial/Public Use Permission Form.
6. Possession of a photo from MCHS does not constitute permission to use it.
7. **Permission is for one-time use only.** The Morrison County Historical Society retains all rights to the works and they must not be used for any purpose other than that listed on the permission form. **If a digital scan is requested, the "one-time use only" provision still applies.**
8. MCHS reserves the right to refuse to grant permission and/or provide photographic reproduction services to publishers and individuals who have not complied with its policies.
9. Commercial users must pay the commercial use fee and reproduction fee in advance of receiving the photo reproductions.
10. MCHS reserves the right to decline to reproduce fragile or restricted items.
11. MCHS will not provide negatives of photographs.
12. In some cases, MCHS may request that one copy of printed works (books, brochures, magazines, newspaper articles or ads) be donated for its files.

### Fees for Commercial Use of Photos

The Morrison County Historical Society has a fee schedule dependent upon the type of commercial use. Staff will inform you of the cost for your particular use.

The commercial use fee does not apply to private/personal, nonprofit, or educational use, or use by the media for news purposes.

### Permission can be granted for the following types of use:

Advertising	Exhibit
Book Publishing (incl. E-books)	Magazine or Journal
Broadcast (Television, film)	Newsletter
Brochure or Pamphlet	Newspaper
Decorative Display	Slide Show
Digital Products (Web site and other)	Videotape or Videodisc

### MCHS Mission

*The Morrison County Historical Society is a non-profit organization devoted to preserving artifacts and historical information regarding Morrison County, and to educating the public about the history of the county.*



MCHS has been entrusted with the permanent care of the photographs in its collections. The Commercial Use Fee has been implemented so that we have a base of financial support that will enable us to continue to give the best care possible to these photos well into the future.

# Commercial/Public Use Permission Form

## Morrison County Historical Society

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Use \_\_\_\_\_

Date of Use/Publication \_\_\_\_\_

Title/Description \_\_\_\_\_

Author/Producer \_\_\_\_\_

**List of Images Requested** (Use additional page if necessary.)

Accession #	Description	Credit Line

*I agree to abide by the conditions outlined on the previous page, and to pay the reproduction and use fees, if applicable.*

**Requester's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MCHS Staff Use Only**

**Permission Granted For:**

\_\_\_\_\_ Commercial Use - Total Fee for Project \$ \_\_\_\_\_

\_\_\_\_\_ Non-profit, educational, or private use. No use fee charged.

\_\_\_\_\_ Publication using photo(s) with a news item or to directly promote the Morrison County Historical Society or The Charles A. Weyerhaeuser Museum. No use fee charged.

\_\_\_\_\_ The Historical Society requests a copy of the publication.

**Permission is hereby granted to reproduce the above photographs, provided the Requester meets MCHS Conditions for the Publication, Display, or Broadcast of Photos and pays the reproduction and use fees, if applicable.**

**MCHS Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_