

**Agreement for the Use of Photographs from the Seaton Library
Riley County Historical Society and Museum**

PERMISSION FORM

Because copyright ownership has not been established for many of the photographs and audiovisual materials in our collection, the Riley County Historical Society requires completion of the permission form. Use fees will be determined from the information on the permission form. Please read, supply requested information, sign and return this form to the Riley County Historical Museum, 2309 Claflin Rd., Manhattan, KS 66502.

NAME _____

INSTITUTION OR COMPANY _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

Permission is granted for ONE-TIME NON-EXCLUSIVE USE of the following photographs or audiovisual material:

Description

Accession Number

For the purpose of:

A. Personal, Non-public Use: _____ (No Use Fee)

B. Riley County Resident/Scholarly Use/Non-profit Use: (See Use Fee Schedule)

☐book, ☐exhibit, ☐periodical, ☐film, ☐poster, ☐videotape, or ☐other _____

C. Commercial Use: (See Use Fee Schedule)

☐decorative display, ☐book, ☐periodical, ☐calendar, ☐poster, ☐postcard, ☐book jacket, ☐filmstrip, ☐software, ☐videotape, ☐slide show, ☐motion picture, ☐television, ☐advertising, or ☐other _____

NON-PROFIT FEE ELIGIBILITY: We support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing suitable documentation such as tax-exempt certificates or letters of identification.

If publishing or production information is available please complete the following:

Proposed Title: _____

Publisher/Producer: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release Date: _____

Circulations, Special Use, or Number of Minutes: _____

If used in other public use please specify use and location, if applicable:

Any subsequent use of these photographs will require permission from the
Riley County Historical Society.

In purchasing these copies, you have agreed to the following requirements:

1. **PROPER CREDIT:**
The person ordering the photos and requesting permission for their use will be responsible for the proper credit line: **Courtesy of the Riley County Historical Society & Museum**
2. **VERIFICATION:**
User must provide evidence that proper use and credit of the photographs have been made as specified. This can be done by sending a copy of the publication or material as used, or other suitable verification.
3. **USE FEE:**
There is no fee for non-public personal uses. Please see reverse for use fee. Use fee must be paid in full before publication or other public use.
4. Copies or prints of photographs ordered from this collection may not be copied, deposited or placed on file in any other repository without written permission from the Riley County Historical Society.
5. The user agrees to defend, indemnify, save, and hold harmless the Riley County Historical Society, its employees, officers or designates, from and of any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audiovisual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.
6. The Riley County Historical Society reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with our policies.

Any person or publisher not meeting these requirements will be denied further use of this collection.

The Riley County Historical Society cannot, does not, and will not warrant and represent that it owns the copyright to the described photographs. The Riley County Historical Society only grants permission to reproduce a part of its collection.

Please note: The user assumes all responsibility for conforming with the laws of libel and copyright which may be involved in the use of these materials.

I have read and agree to abide by the conditions listed above.

Requested by: _____
(Signature) _____ (Date)

Approved by: _____
Riley County Historical Society Representative _____ (Date)

_____ Title

USE FEE SCHEDULE

The following fees will be assessed for the use of photographs and audio-visual materials from the Riley county Historical Society. These fees are in addition to other processing and service charges. When the completed permission form is returned, an invoice will be issued for use fee charges. The charges must be paid in full prior to the date of publication or broadcast.

Use Fees Will Not Be Refunded.

STILL PHOTOGRAPHS

There is no use fee for private personal use.

Riley County Residents, Scholarly Use, Non-Profit Use:\$5.00 per photo.

(This fee applies only to organizations and corporations with legal non-profit status or residents of Riley County.)

Commercial Use:

Periodicals/Serials

Under 5,000 circulation.....	\$8.00 per photo
5,000-9,999 circulation.....	\$18.00 per photo
10,000-49,999 circulation	\$25.00 per photo
50,000-99,000 circulation	\$50.00 per photo
100,000 & over circulation.....	\$75.00 per photo

Book Edition, Video, Posters, Postcards, Calendars, Software

Under 5,000 circulation.....	\$10.00 per photo
5,001-15,000 circulation	\$20.00 per photo
15,001-25,000 circulation	\$35.00 per photo
25,001-50,000 circulation	\$50.00 per photo
Over 50,000 circulation.....	\$75.00 per photo

Special Use

Book Jacket.....	\$50.00 per photo
Commercial, motion picture, videotape, or television use	\$75.00 per photo
Filmstrip or slide show	\$15.00 per photo
Published advertising use	\$50.00 per photo
Decorative display in a commercial location.....	\$10.00 per photo

AUDIO-VISUAL

There is no use fee for private, personal use

Non-Profit Use\$5.00 per segment by minute

Commercial Use\$20.00 per segment by minute

The Riley County Historical Society reserves the right to waive fees or other requirements on an individual basis at the discretion of either the Librarian/Archivist or the Museum Director. Such waiver of fees can be made only upon approval of written application.

Rev. 10/97

Approved by the Board of Directors of the Riley County Historical Society

3/10/98