

Duplication Order Form & Use Agreement

USE INFORMATION

Intended Use: _____

Title of publication(s), presentation, exhibit, where reproductions will appear:

Author, editor or producer: _____

Publisher, production company: _____

In accordance with the reproduction conditions set forth, I apply for permission to publish the described materials. (Sign below)

Signature (REQUIRED)

Date (REQUIRED)

OFFICE USE ONLY • Ohio History Connection Authorization (Signature)

CONTACT INFORMATION

First Name: _____ Last Name: _____

Company: _____ Unit/Department: _____

Shipping Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

PAYMENT INFORMATION

Payment Amount (From Page 2): _____ Tax Exempt? Yes No

Payment Type: Cash Check Credit Card* P.O.

*Credit card payments will be processed through the online Ohio History Store. A payment link will be provided when your order has been processed.

Refunds: Orders for prints, microfilm, custom digitization and use fees are non-refundable after files/products have been delivered.

CONDITIONS OF REPRODUCTION

- 1. One-Time Use.** The right to reproduce materials held in the collections of the Ohio History Connection (OHC) is granted on a one-time basis only, for the specific use defined in this agreement. Any further reproduction of this material is prohibited without the express written permission of the Ohio History Connection.
- 2. Use Agreement.** Materials are reproduced for research use only and may not be used for publication, exhibition, or any other public purpose without the express written permission of the Ohio History Connection.
- 3. Credit.** Any publication, exhibition, or other public use of material reproduced from the collections of the organization must credit the Ohio History Connection. The credit line should read "Courtesy of the Ohio History Connection" and should include the image or call number. OHC would appreciate receiving a copy or tearsheet of any publication/presentation containing material from the organization's collections. These can be sent to the address provided above.
- 4. Indemnification.** In requesting permission to reproduce materials from the collections of the Ohio History Connection as described, the requestor agrees to hold harmless the OHC and its Trustees, Officers, and agents either jointly or severally from any action involving infringement of the rights of any person or their heirs and descendants in common law or under statutory copyright.
- 5. Reproduction of Copyrighted Material.** Permission to reproduce materials in which reproduction rights are reserved must be granted by signed written permission of the persons holding those rights.
- 6. Copyright.** The Ohio History Connection provides permission to use materials based on the organization's ownership of the collection. Consideration of the requirements of copyrights is the responsibility of the author, producer, and publisher. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and using the materials.

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- 7. Photographs of Objects.** The Ohio History Connection retains rights to photographs taken of artifacts owned by the OHC. The images may be used for research, but any publication or public display is subject to the above conditions of reproduction. A new use agreement and appropriate fees must be submitted for each use.

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INSTRUCTIONS

Provide image name/description and image ID/call number (if known) for each item. Indicate **use type** if you are ordering digital files, or **print dimensions** if you wish to receive a photographic print of the image.

Complete Custom Digitization column if image does not yet exist in digital format. (Refer to page 3 for scanning costs.)

*"Use" refers to each separate medium in which an image/audio/video appears, including print publication, e-publication, website, projection, exhibition, or video/film/television distribution.

IMAGE NAME OR DESCRIPTION	IMAGE/CALL NUMBER	HIGH RESOLUTION DIGITAL FILES						PHOTOGRAPHIC PRINTS				CUSTOM DIGITIZATION			TOTAL	
		Personal or Research	Small Print Run (under 1,000)	Self-Publishing	Retail Décor (display in public area)	NON-PROFIT/ACADEMIC One use, all media*	COMMERCIAL One use, single media* One use, all media*	8" x 10"	11" x 14"	16" x 20"	20" x 24"	Digitization set-up fee	Scan costs (total) <i>see pg 3</i>	Custom photography (min. 1 hour)		
		\$25	\$25	\$25	\$50	\$50	\$100	\$250	\$25	\$35	\$50	\$75	\$25		\$100/hr	

DELIVERY TIMES (does not include shipping)

Online digital files ordered directly on OhioPix	1-3 business days
Prints and digital files via order form	10-15 business days
Custom digitization orders	30 business days
Audio, film & video reproduction	30 business days

Shipping (\$5.00 unless using email delivery) and CD (\$5.00 if requesting delivery on CD)

Tax (Ohio residents only; 7.5%)

If you are interested in large orders, mass media reproductions, use of Ohio History Connection images on merchandise or other uses not described above, please contact images@ohiohistory.org to discuss pricing.

GRAND TOTAL



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DIGITIZATION SERVICES	COST PER UNIT
Flat and bound materials up to 11" x 17" Includes photographs, postcards, slides, negatives, transparencies, manuscripts, printed materials	\$25 setup + \$2/scan
Flat and bound materials, 11" x 17" up to 30" x 20" Includes color and black-and-white materials	\$25 setup + \$5/scan
Flat and bound oversize materials larger than 30" x 20" Includes posters, maps, architectural drawings and more	\$25 setup + \$10/scan

OUR SPECIFICATIONS

- All materials are scanned in 24-bit color at 100% of their original size and saved as uncompressed TIFF (Tagged Image File Format) files.
- All materials are scanned at a minimum of 300 dpi, but most are scanned at 600 dpi.
- Smaller materials like slides and negatives can be scanned at higher resolutions (1200 dpi or higher) in relation to the dimensions of the original material.
- Any extensive photo editing that deviates from our normal specifications can be completed at a rate of \$75 per hour.

In maintaining the authenticity and preservation of historic artifacts, the Ohio History Connection will not alter or endanger items in the collection for the purposes of reproduction or digitization. By completing the order form, the signee acknowledges that any and all requests will be completed with conservation in mind and that the images produced may reflect the physical condition of the item which may exhibit dirt, scratches, stains, tears, fading, etc.

RUSH FEES

For any orders that are requested to be completed within 24 hours, please contact the Rights and Reproductions staff at 614.297.2530 or images@ohiohistory.org. Rush fees may apply.