

# Image Order Form & Use Agreement

## USE INFORMATION

Intended use: \_\_\_\_\_

Title of publication, presentation, exhibit, etc., where reproductions will appear:  
\_\_\_\_\_

Author, editor or producer: \_\_\_\_\_

Publisher or 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: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

## PAYMENT INFORMATION

Payment Amount (Grand Total from Page 2): \_\_\_\_\_ Tax Exempt?  Yes  No

Payment Type:  Cash  Check  Credit Card\*  Invoice

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

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

## OFFICE USE ONLY

Fee Waiver:  N/A  Denied  Approved  Other: \_\_\_\_\_

Notes: \_\_\_\_\_

## CONDITIONS OF REPRODUCTION

- One-Time Use.** The right to reproduce materials held in the collections of the Ohio History Connection is granted on a **one-time basis only**, and only for private study, scholarship or research. Any further reproduction of this material is prohibited without the express written permission of the Ohio History Connection.
- 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.
- Credit.** Any publication, exhibition, or other public use of material owned by the Ohio History Connection 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. The Ohio History Connection appreciates receiving a copy or tearsheet of any publication/presentation containing material from the organization's collections.
- 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, employees 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.
- 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.
- 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 available through Ohio Memory.  
**Warning concerning copyright restriction:** The copyright law of the U. S. (Title 17, United States 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 a photocopy or reproduction. One of the 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 make 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 order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- Photographs of Objects.** The Ohio History Connection retains rights to photographs taken of artifacts owned by the Ohio History Connection. 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

**Quality Disclaimer:** To maintain 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 this order form, the signee acknowledges that any and all requests will be completed with conservation in mind and that the images produced will reflect the physical condition of the item which may exhibit dirt, scratches, stains, tears, fading, etc.

# Image Order Form & Use Agreement

## INSTRUCTIONS

Provide image name/description and image call number/file name (if known) for each item and indicate use type. Permissions are issued on a one-time, all-media use basis in accordance with the Conditions of Reproduction (Page 1). Permissions extend for the life of the project across all media (e.g. print, digital, in-context promotion). A separate use agreement must be made for any subsequent uses (e.g. different project or publication, new edition).

Complete Custom Digitization column if items do not yet exist in digital format. (Refer to table below for scanning costs.)

IMAGE NAME OR DESCRIPTION	IMAGE CALL NUMBER/FILE NAME	HIGH RESOLUTION DIGITAL FILES			CUSTOM DIGITIZATION		TOTAL
		Commercial	Non-Profit	Personal	Scan costs (per image)	Set-up fee (per order)	
		\$150	\$50	\$25*	See below	\$25	

\*Personal use only: \$25 first file + \$2/additional file.

Rush Fees (if applicable)

Tax (Ohio residents only: 7.5%)

**Grand Total (REQUIRED)**

## DELIVERY TIMES

ITEM	SCHEDULE
Online digital files	5-10 business days
Custom digitization orders	30 business days
Audio, film & video reproduction	60 business days

Files will be delivered via secure online file-sharing service.

**RUSH FEES:** For orders that are requested to be completed within 24 hours, contact [images@ohiohistory.org](mailto:images@ohiohistory.org) to discuss availability and pricing.

**SPECIAL ORDERS:** For object photography, large orders, mass media reproductions, merchandising or other uses not described above, contact [images@ohiohistory.org](mailto:images@ohiohistory.org) to discuss pricing.

## CUSTOM DIGITIZATION

All custom digitization orders require a \$25 set-up fee.

ITEM	COST PER SCAN
Flat & bound, up to 11" x 17"	\$2
Flat & bound, 11" x 14" up to 20" x 30"	\$5
Flat & bound, larger than 20" x 30"	\$10
Audio, film, video	Inquire for pricing

## TECHNICAL 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.
- Materials are scanned at a minimum of 600 PPI. Smaller formats may be scanned at higher resolutions in relation to the dimensions of the original materials.
- Any extensive photo editing that deviates from our normal specifications can be completed at a rate of \$75 per hour.