

KANSAS STATE HISTORICAL SOCIETY
Center For Historical Research
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Please itemize below each image or audiovisual material to be used or attach information on a separate page. Include catalog number and brief description of each image, and/or the title, description, and number of minutes for audiovisual material. (Photocopies of the images may be submitted in lieu of itemizing.) If a copy of the photo order form is enclosed, please indicate on the form the images you want to use. Use fees will be determined from this itemized listing. **Use fees will not be refunded.**

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2. **Direct Promotion:** The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation.

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5. **Indemnification:** The user agrees to defend, indemnify, save, and hold harmless the Kansas State Historical Society, its employees, officers or designates, from 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 audio-visual 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. **Image Manipulation:** The Kansas State Historical Society’s primary interest is to protect the integrity of the original. The Society will not allow the inversion of the original or the removal (except for allowable cropping) or addition of content. We will allow adjustments to contrast and sharpness. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement must be added describing any changes. Any manipulation of the materials beyond that stated in the policy must be approved by the Curator of Photographs.

7. **Endorsement:** Use of materials from the Kansas State Historical Society does not imply that the Society endorses any product, enterprise, expressed opinions, or confirms the accuracy of any content on the site, in publication, and broadcast.

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Approved by: _____ (Date)
Kansas State Historical Society Representative

(Title)

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Non-profit Use - \$5.00 per photo (This fee applies only to organizations and corporations with legal non-profit status.)

**Commercial Use –
Periodicals/Serials**

Under 5,000 circulation	\$ 15.00 _____
5,001- 9,999 circulation	35.00 _____
10,000-49,999 circulation	50.00 _____
Over 50,000 circulation	100.00 _____

Book Editions, Video, Posters, CD ROM, Postcards, Calendars

Under 5,000 circulation	\$20.00 _____
5,001-15,000 circulation	35.00 _____
15,001-25,000 circulation	50.00 _____
25,001-50,000 circulation	75.00 _____
Over 50,001 circulation	100.00 _____

Special Use

Book Jacket	\$75.00 _____
Broadcast use: Commercials, motion pictures, or television production	100.00 _____
Filmstrip or slide show	20.00 _____
Published advertising use	100.00 _____
Decorative display in a business	25.00 _____

Audiovisual

Non-profit use	\$5.00 per minute _____
Commercial use	20.00 per minute _____

Web Site Use

Non-profit use	\$5.00 _____
Commercial use	50.00 _____

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