

KANSAS STATE HISTORICAL SOCIETY
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PERMISSION FORM

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Name _____

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Address _____ Phone _____

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requests permission for the one-time use (subsequent use requires reapplication) of the materials listed, for:

Personal use and research _____

Non-profit: () book, () exhibit, () periodical, () film, () poster, () video tape, () web, () CD ROM, () DVD or other _____

Commercial: () decorative display, () book, () periodical, () e-book, () electronic subscription, () calendar, () poster, () postcard, () book jacket, () software, () video tape, () motion picture, () television, () advertising, () web, () CD ROM, () DVD, 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.

SEE REVERSE SIDE FOR USE FEE SCHEDULE

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

Proposed title _____

Publisher/producer _____

Publisher/producer's address _____

Tentative publishing/release date _____

For web use, describe how the image(s) will be used _____

URL _____

At the time of publication, we request a complimentary copy of products using materials from the Historical Society's collection. Please itemize on a separate sheet the materials to be used. Include catalog numbers or *Kansas Memory* item numbers and a brief description of each image, and/or the title, description, and number of seconds for audiovisual material. (Photocopies of the images may be submitted in lieu of itemizing.) Use fees will be determined from this itemized listing. **Use fees will not be refunded.**

The user agrees to the following conditions:

1. **Credit line:** The credit line must read "Kansas State Historical Society" or if downloaded from *Kansas Memory*, use "kansasmemory.org, Kansas State Historical Society." Images downloaded from kansasmemory.org and used on a web site must have the following credit line "kansasmemory.org, Kansas State Historical Society, Copy and Reuse Restrictions Apply" and linked to kansasmemory.org. For images not on kansasmemory.org and used on a web site the statement must read "Kansas State Historical Society, Copy and Reuse Restrictions Apply." For all web uses, the credit line must be placed near the image.
2. **Direct promotion:** The images may be used in the direct promotion of the work without an additional fee, but wider use or use in subsequent editions will require renegotiation.
3. **Ownership:** The Historical Society does not claim exclusive ownership of the rights to all the images in our collection. We are simply granting permission to use images in our collections.
4. **Use fees:** Use fees must be paid in full prior to the date of publication, broadcast, exhibition, merchandise creation, etc. **Use fees will not be refunded.**

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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 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 Historical Society's primary interest is to protect the integrity of the original item. The Historical Society will not permit the inversion of an image or removal 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 an image. An explanatory statement must be added to the caption describing any changes. The head of access and collections must approve any manipulation of the materials beyond that stated in the policy.
7. **Endorsement:** Use of materials from the Historical Society does not imply endorsement of any product, enterprise, expressed opinions, or confirms the accuracy of any content on the world-wide web, in publication, and broadcast.
8. **Web site use:** Images may be distributed via the world-wide web, as part of a single online display, exhibit, site, or online collection. Any additional or different use of the image(s) will require renegotiation. **Image resolution:** The Kansas State Historical Society normally will **not** allow an image higher than 150 dpi to be placed on a web site. Arrangements for higher resolution images can be made with the head of access & collections.
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- Please note: The user assumes all responsibility for conforming to 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 on this form.

Requested by _____ (Signature) _____ (Date) Approved _____
 by _____ (Kansas State Historical Society representative) _____ (Date)
 _____ (Title)

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The Kansas State Historical Society reserves the right to waive fees or other requirements on an individual basis at the discretion of either the head of access & collections or the Historical Society's executive director.

USE FEE SCHEDULE

Please check the appropriate use and if audiovisual, please indicate the number of seconds.

Personal use and research _____ (number of items) free (Images cannot be used on a web site, reproduced or displayed in public.)

Non-profit use- _____ (number of items) \$20 per item (This fee applies only to organizations and corporations with legal non-profit status.)

Commercial use-

Still images (per image)

Publication, print & electronic (books, brochures, catalogs, covers/labels, etc.)

Less than 5,000 (copies/subscription) \$40 _____
 5,000-15,000 (copies/subscription) \$75 _____
 Greater than 15,000 (copies/subscription) \$150 _____

Regional market (one advertisement) \$120 _____
 U.S. market (one advertisement) \$360 _____
 World market (one advertisement) \$600 _____

Book cover (front or back) \$120 _____

Public display (lobbies, restaurants, businesses, etc.) \$75 _____

Periodicals/serials (magazines, newspapers, journals, etc.)

Less than 25,000 (circulation/subscription) \$40 _____
 25,000-99,999 (circulation/subscription) \$120 _____
 Greater than 99,999 (circulation/subscription) \$150 _____

Website Use \$75 _____

Media Productions

Motion picture, television, advertisement \$150 _____
 Broadcast Bundle (world market broadcast, companion website, and home video) \$150 _____

Audiovisual

Use fee will be determined by the number of seconds \$30 per second _____ (Please indicate the number of seconds used)

Merchandise (posters, greeting cards, calendars, clothing, etc.)

Less than 5,000 \$75 _____
 Greater than 5,000 \$250 _____

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