

KANSAS STATE HISTORICAL SOCIETY
6425 SW Sixth Avenue, Topeka, KS 66615-1099
Phone 785-272-8681 Ext. 132
FAX 785-272-8682
E-mail: Lisa.Keys@ks.gov

PERMISSION FORM

The Kansas State Historical Society charges non-profit and commercial users fees in order to support the maintenance of our collections. Possessing reproductions of Historical Society's materials does not constitute permission to use. The Historical Society has not determined copyright status for many of the materials in our collection. The Historical Society is not responsible for determining the copyright status of the images(s) or securing copyright permission. Users of materials are required to complete and return this 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 State Archives, 6425 SW Sixth Avenue, Topeka, KS 66615 -1099.

Name _____
Institution or company _____
Address _____ Phone _____
City _____ State _____ Zip _____

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. **License:** Through this permission form the Kansas State Historical Society grants to the user a limited, non-exclusive license to use the materials for the specific use described on this form. Additional use requires additional permission. Permission for ancillary, database and companion rights are not granted unless such uses are specifically described on this form.
2. **Credit line:** The credit line must read "**Kansas State Historical Society**" or if downloaded from *Kansas Memory* use "**kansasmemory.org, Kansas State Historical Society.**" If used on a website or social media add "**Copy and Reuse Restrictions Apply**" and place the credit line near the image.
3. **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.
4. **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 as per condition 1 above.
5. **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.**

Form continues on page two

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.
 9. **Noncompliance:** The Kansas State Historical Society reserves the right to refuse to grant permission and/or provide imaging and audiovisual services to anyone who has not complied with our policies.
- 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)

The following fees will be assessed for the use of materials from the Kansas State Historical Society's collections. **These fees are in addition to other copy charges.** When the completed permission form is returned, either an invoice will be issued for use fee charges or added to an existing work order. **The charges must be paid in full prior to the date of publication, web use, broadcast, etc. Use fees will not be refunded.**

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 Special 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 _____

Book cover (front or back) \$120 _____

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 _____

Media Productions

Motion picture, television, advertisement \$150 _____

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

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

Less than 5,000 \$75 _____

Greater than 5,000 \$250 _____

Published Advertisements

Regional market (one advertisement) \$120 _____

U.S. market (one advertisement) \$360 _____

World market (one advertisement) \$600 _____

Public display (lobbies, restaurants, businesses, etc.)

\$75 _____

Website and Social Media Use \$75 _____

Audiovisual

Use fee will be determined by the number of seconds

\$30 per second _____

(Please indicate the number of seconds used)