

Request Form for Public Use of Images

Document D

Note: This is a permission request form, not an image order form.

Terms of Use for Public Use of Images

By signing below, you agree to these terms of use:

1. You acknowledge that permission is necessary for public use of the historical images. Fees are charged per image, per format and include in-context promotion.
2. You agree to pay the permission fees before using the image(s). Upon receipt of payment & completed forms, digital images will be released.
3. You will provide the following credit line (replacing the zeroes with the image ID#) when using images: Port Washington Historical Society, PWHS-00000.
4. You will not alter image(s) without requesting permission. I agree to request permission from the Port Washington Historical Society before altering any image. After receiving permission to crop an image, if an image is cropped, the credit line will note the alteration.
5. You will not use or authorize others to use the image(s) for any other purpose. For subsequent printings or editions of this project, you will arrange for additional permissions from the Port Washington Historical Society.
6. You understand the granting of permission to publish by the Port Washington Historical Society does not absolve the end user from copyright liabilities. I will not hold the Port Washington Historical Society liable for any damages stemming from my use of this content. This includes costs and expenses based on the violation of rights of ownership, infringement of copyright, invasion of the rights of privacy or laws of libel resulting from use of materials furnished.

Signature _____ Date _____

CUSTOMER INFORMATION

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Email _____ Telephone _____

METHOD OF PAYMENT OF PERMISSION FEES

Check or money order, enclosed (payable to the Port Washington Historical Society)

Credit Card

Credit Card # _____ Exp. Date _____

Name on Card _____

Permission Fees for Public Use of Images

Permission fees are charged per image, per format. You must provide a state or federal non-profit identification number for non-profit projects. **Certificate of Exempt Status** _____

There is no fee for personal use of images, please complete Document EE.

If you are using more than 15 images, permission fees may be negotiable.

Print Media and E-Books

Image Use	Commercial	Non-profit
Cover jacket surcharge	\$25	\$10
Circulation - 2,999 or fewer	\$25	\$15
Circulation - 3,000 to 29,999	\$50	\$35
Circulation - 30,000 to 99,999	\$100	\$75
Circulation - 100,000 to 199,999	\$175	\$100
Circulation - 200,000 or more	Requires negotiation	Requires negotiation

Other Media

Image Use	Commercial	Non-profit
Advertising or Merchandising	Requires negotiation	Requires negotiation
Display or Exhibit	\$30	\$20
Television - Local	\$75	\$20
Television - Network	\$150	\$25
Video, DVD, or Film	\$75	\$20
World Wide Web	\$75	\$20
Wisconsin Daily Newspapers	No Fee	N/A
Other Daily Newspapers	\$20	N/A

Other Uses

Image Use	Commercial	Non-profit
Other Non-profit Projects	N/A	\$20
Wisconsin Historical Society	N/A	\$20
Other Historical Societies	N/A	\$20

There is no fee charged for personal use. Please complete Document E-2.

3/18/2021