

## Rights & Reproductions Application

HSD Object Collections  
Read House Collections

*Historical Society of Delaware*

505 Market Street, Wilmington, DE 19801

Collection Manager's office: (302) 295-2389

Fax: (302) 655-7844

Email: [jhall@hsd.org](mailto:jhall@hsd.org)

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To submit your request, please fill out this form and mail it with payment to the above location. Should you have any questions, please contact the Collection Manager's office during regular business hours: Monday through Friday, 9:00 am to 5:00 pm. The Historical Society of Delaware is closed on all major holidays, and between December 22, 2007 – January 1, 2008.

- A photocopy of the image requested must be included with this form
- All fees paid are nonrefundable
- Rush service is not available at this time
- Forms will be returned if incomplete. Requests will be processed in the order in which they are received

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### CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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### APPLICATION TYPE

Image Reproduction

Publication Rights

Image Reproduction & Publication Rights

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### REPRODUCTION INFORMATION

Research use only – not to be published or copied in any way

Publication Use:     Commercial     Non-profit: Tax Exempt #: \_\_\_\_\_

Title of publication: \_\_\_\_\_

Author of Publication: \_\_\_\_\_

Name of Publisher: \_\_\_\_\_

Print Run/circulation: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Type of publication/Use (text book, magazine, trade publication, etc.): \_\_\_\_\_

Image Requested:	Accession #	Format
1.		
2.		
3.		
4.		
5.		

### IMAGE PRODUCTION FEES

The objects collections at the Historical Society of Delaware include a variety of 2 and 3 dimension media. Image production fees reflect this variety. Some items will require new photography or digital scanning. All color transparencies, images, and slides remain the property of the society and are not available for purchase. The following categories do not include new photography of objects.

	Non-profit	Commercial
Black & white photo quality digital ink jet (8" x 10" only)		
From existing tiff files	_____ @ \$15.00	_____ @ \$25.00
From scanning to create tiff files	_____ @ \$25.00	_____ @ \$35.00
Compact Disc with high-resolution tiff images		
CD with one image from existing of newly scanned tiff file	_____ @ \$25.00	_____ @ \$35.00
Additional images on CD (up to 10 images per disc)	_____ @ \$10.00	_____ @ \$15.00
Color Transparencies		
3-month rental, existing transparency	_____ @ \$50.00	_____ @ \$60.00
3-month rental, new photography	_____ @ \$60.00	_____ @ \$70.00

#### New Photography

The Historical Society of Delaware does not have a professional photographer on staff. All arrangements must be made with private vendors. The price for new photography depends on the nature of the request and the logistics involved with the object(s) for which images are desired. All requests for new photography should be directed to the Collections Manager, who will then furnish a price quote.

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### Image Use Fees

Black & white publication		
Editorial use (books, periodicals and published works)	_____ @ \$25.00	_____ @ \$50.00
Dust jackets, multimedia covers, periodicals, exhibition	_____ @ \$30.00	_____ @ \$60.00
Motion pictures, television, home video, DVD	_____ @ \$45.00	_____ @ \$90.00
Color Publication		
Editorial use (books, periodicals and published works)	_____ @ \$50.00	_____ @ \$100.00
Dust jackets, multimedia covers, periodicals, exhibition	_____ @ \$75.00	_____ @ \$150.00
Motion pictures, television, home video, DVD	_____ @ \$100.00	_____ @ \$200.00
Electronic reproduction (color & b & w)		
Computer software, CD-Rom	_____ @ \$75.00	_____ @ \$150.00
Internet, website	_____ @ \$75.00	_____ @ \$150.00

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### Charges:

Image Production Fees	_____
Images Use Fees	_____
Total	_____

\*Please make check or money order payable to the Historical Society of Delaware

Send payment to: Collections Manager  
Historical Society of Delaware  
505 Market Street  
Wilmington, DE 19801

**Terms & Conditions for Reproduction**

1. **Requests:** Requests must be made in writing by the applicant. A signed reproduction agreement must accompany the completed request and fee schedule before processing of the order will begin. Requests are reviewed by staff to determine the Historical Society of Delaware (HSD)'s participation in the project.
2. **Materials:** HSD does not supply images to photograph-rental or sales services. Color transparencies and negatives remain the property of the museum. They may not be duplicated and must be returned at the completion of the project. Images may not be used for any purpose other than that approved by HSD.
3. **Fees:** Unless special arrangements have been made prior to making the request, purchase, rental and use fees are payable in advance and should accompany the completed request form. All requests for reuse or change in use must be applied for in writing.
4. **Permission:** *For editorial use* (within books, periodicals, and other published works), published covers, exhibitions and moving images production permission covers one-time, one-use, non-exclusive publication rights. Exclusive rights are not granted to any applicant. Exhibition use refers to displays in museums, offices, commercial organizations, schools, and other public spaces. *For electronic publication* permission covers a format, such as a CD-ROM or a website that is sufficiently secure to prevent unauthorized downloading, transferring, copying and manipulation of content with specialized technologies utilized for digital image protection. Non-exclusive permission is granted for only one interior usage, in one electronic format, and, on one language edition copyrighted and published under the imprint of one publisher. The reproduction may not be used separately from the electronic publication for any purpose. On-line or network access or distribution of the image, or the CD-ROM, is expressly prohibited. Permission may not be reused, transferred, assigned, sold, or otherwise disposed of without written permission of HSD.
5. **Image:** The image must be reproduced in its entirety on all or part of a single page unless otherwise approved by HSD. The reproduction must be full-tone black & white or full color and it may not be cropped, bled off the page, printed on color stock, nor have anything superimposed or printed on top of it.
6. **Credit Line:** The credit line should read: *From the permanent collection of the Historical Society of Delaware.*
7. **Gratis Copy:** The applicant agrees to provide HSD one complete complementary copy of the publication in which the image is reproduced.

The applicant is permitted to use the image(s) as described on pages 1 and 2 provided the applicant, by signing below, agrees to all terms and conditions as discussed above, and agrees to pay the expenses listed on page 2.

\_\_\_\_\_  
Applicant Name (print or type)

Jennifer M. Holl  
HSD Representative (print or type)

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
HSD Representative signature

Collections Manager  
HSD Representative Title

Date: \_\_\_\_\_