

## Request for Permission to Publish, Display or Broadcast Reproductions of Photographs from the Minnesota Historical Society Collections

For both commercial and not-for-profit reproduction, the Minnesota Historical Society requires that a Request for Permission Form be filled out and submitted prior to the reproduction of requested materials. In addition to reproduction costs, the Society may also charge a separate use fee. Those seeking permission to publish, display or broadcast reproductions of photographs in the collections **must** complete the form prior to placing their photograph order. The Society reserves the right to deny reproduction of its own fragile photographs. Please read the conditions carefully. Please mail or fax it to the following address:

**Minnesota Historical Society  
Copy Services  
345 Kellogg Boulevard West  
St. Paul, MN 55102-1906  
fax: (651)297-7436**

### Conditions

1. Credit must be given to the Minnesota Historical Society and the creator of the work, if known.
2. The format of the credit line is indicated on the permission form. Credit lines must appear with the image or on a credit page indicating the page number and location on the page for each work. Films, videotapes and slide shows may use a credit section at the beginning or end to give credit to the Minnesota Historical Society. For web site use, credit should appear either next to or directly below the image.
3. Permission to reproduce, publish, broadcast or display a Society photograph must be requested in writing on this form. The request should include the title, author, publishing year, name of publishing company or organization responsible, and the catalog number, locator or negative number of the work. Possession of a Society photograph **does not** constitute permission to use it.
4. In some cases the Society will request that a copy of the publication be donated to the Society.
5. If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. The Minnesota Historical Society will provide the creator's name, if known.
6. Permission is for **one-time use only**. The Society retains all rights to the works and they must not be used for any purpose other than that listed on this permission form.
7. Photographs may be cropped to suit design and layout, but they may not be altered or drawn upon so that they look in any way different from the way they appear in the historical collection.
8. The Society reserves the right to refuse to grant permission and/or provide photograph reproduction services to publishers and individuals who have not complied with its policies.
9. The Minnesota Historical Society reserves the right to decline to reproduce fragile items or for inappropriate use.
10. Commercial users (for-profit corporations or individuals) must pay the use fee in advance of receiving the duly signed permission form.
11. Due to Federal Copyright Law, Copy Services is not able to make photographic prints of photographs from books published less than 100 years ago.

### Use Fees for Commercial Use of Photographs

|  |  |
|--|--|
| Books, brochures, magazines, newspapers,<br>films, video productions, television programs,<br>web sites..... | \$50.00 per image  |
| Advertising.....   | \$100.00 per image   |
| Commercial decorative display.....   | \$25.00 per image  |
| Other uses.....  | Contact the Minnesota Historical<br>Society to negotiate fee |

- Use fees for reproductions of photographs for use as postcards, posters, place mats or multiples for resale will be negotiated on a case-by-case basis.
- Small independent publishers and producers may request to negotiate the fee. Use the Request for Quote of Use Fee form available from Copy Services.

**Permission can be granted for the following types of use:**

- |  |                      |                        |
|--|----------------------|------------------------|
| Advertising  | Brochure or Pamphlet | Newspaper              |
| Book Publishing (trade books,<br>text books, self-published) | Decorative Display   | Slide Show             |
| Broadcast (television)                                       | Exhibit              | Videotape or Videodisc |
|  | Magazine or Journal  | Web Site               |

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 email \_\_\_\_\_  
 Type of use \_\_\_\_\_ (see list above)  
 Date of use/publication \_\_\_\_\_  
 Title/description \_\_\_\_\_  
 Author/producer \_\_\_\_\_

**Photographs: (one per line) Credit line to read (Note conditions 1 & 2 above)**

\_\_\_\_\_, Minnesota Historical Society  
 \_\_\_\_\_, Minnesota Historical Society  
 \_\_\_\_\_, Minnesota Historical Society  
 \_\_\_\_\_, Minnesota Historical Society  
 \_\_\_\_\_, Minnesota Historical Society

*I agree to abide by the conditions listed above, and to pay the use fee, if applicable. I have been authorized to act on behalf of the publisher.*

Publisher's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 \_\_\_\_\_  
 Requester's signature \_\_\_\_\_ Date \_\_\_\_\_

**Permission Granted For: (staff use only)**

- \_\_\_ Commercial use: a use fee is charged. The total fee for this project is \$\_\_\_\_\_
- \_\_\_ Non-profit/educational use; no use fee is charged.
- \_\_\_ Use by Minnesota magazines, newspapers, television or radio: no use fee is charged.
- \_\_\_ The Society requests a copy of the publication. Please send to: Acquisitions Dept., 345 Kellogg Blvd. W, St. Paul, MN 55102-1906

**Permission is hereby granted to reproduce the above photographs provided the Requestor meets the conditions listed above and pays the use fee, if applicable.**

\_\_\_\_\_  
 MHS signature \_\_\_\_\_ Date \_\_\_\_\_

Order #: \_\_\_\_\_

