

Epson Print
Digital Image



IMAGE ORDER FORM

Permission Form to Publish, Display or
Broadcast Images on Reverse Side

Rush
Normal

**Minnesota Historical Society
Copy Services
345 Kellogg Blvd West
St Paul, MN 55102-1906**

**Phone: 651-259-3301
Fax: 651-297- 7436
Email: CopyServices@mnhs.org**

Name Address Pick Up
 City State Zip US Mail
 Email Phone FTP

Print/Scan Purchase and Use

	MHS Library Locator # or Image ID #	Use Only	Scan/ Print Size	Color/RGB or Grayscale	JPEG/TIFF	Cost per Item
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credit Card Payment:

Name on Card
 Card Number Exp. Date
 Tax Exempt # MHS Member #

Order Subtotal

Rush - Add 100%

MHS Member - less 10%

Use Fee (See Reverse)

Total Before Tax

Tax

TOTAL DUE

The Permission Form (reverse side) **MUST** be completed for **all** orders. If image is used for publication, broadcast, display, or merchandising, or if it is used in any sort of electronic media, a Use Fee will be added (if applicable to the requestor).

Staff Use Only	Job #	Order Date	Due Date	Ship Date	Staff Initials	Paid

Notes:

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

Name _____ Phone () _____

Company _____ Fax () _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Type of Use

Personal, MN non-profit, MN media. The image(s) will be used only in a private home or office, for research or publication by a MN-based 501(c)3 organization or by a Minnesota media organization. They will not be displayed in a public or sales area, nor will they be reproduced for any other purposes

Commercial, non-MN non-profit, non-MN media

Circle media type: Publications (print or online) Broadcast or Media Production (includes Website) Advertising
Website Only Merchandise Items Exhibit/Public Display

Use Agreement Information (not required for Personal Use)

Title/Brief Description _____ Phone _____

Author/Creator/Producer _____ Start Date of Publication/Release _____ End Date (website/advertising) _____

Conditions of Use:

1. Possession of images duplicated from the Minnesota Historical Society collections does not constitute permission to use them.
2. Permission and license to reproduce, publish, broadcast or display a Minnesota Historical Society image from the Collections Online system must be obtained electronically through that system. For images not in Collections Online, permission and license must be requested in writing, using this Request for Permission form.
3. Permission is for one-time, one-project use only. Minnesota Historical Society retains all rights to images duplicated from the Minnesota Historical Society collections. The duplications may not be used for any purpose other than what is expressly defined in the use or license agreement.
4. If a Use Fee applies, it must be paid in advance of receiving a permission form signed by authorized staff at the Minnesota Historical Society.
5. Credit must be given to the Minnesota Historical Society and the creator of the original work, if known. Credit must appear on or below the image, or in a designated credit section. For web uses, providing credits via hover-view only is not acceptable.
6. If copyright is still in effect and the copyright is not held by Minnesota Historical Society, the requestor must seek permission from the creator of the original work or from the current copyright holder. MNHS will provide the creator's name, if known.
7. Photographs may be cropped to suit design and layout, but they may not be altered, colorized or drawn upon without a letter of permission in addition to this form.
8. Minnesota Historical Society reserves the right to decline permission to requestors who have not complied with these conditions or whose use is deemed inappropriate.
9. Minnesota Historical Society assumes no responsibility for infraction of copyright laws, invasion of privacy or any other improper or illegal use that may arise from reproduction of any collection materials. Requestor assumes full and sole responsibility for the use of the duplication and shall pay and indemnify and hold Minnesota Historical Society and its agents harmless from and against all claims, damages, losses, costs, expenses, and liabilities of every kind (including attorneys' fees) arising out of the requestor's use, or out of the requestor's breach or alleged breach of the use or license agreement.
10. In some cases, the Society will request that a copy of the finished product be donated to the Society.

I agree to abide by the conditions above, and to pay the use fee, if applicable

Requestor's Signature _____ Date _____

Permission granted for (staff use only)

- Personal Use
 Minnesota Non-Profit or Minnesota Government use: no use fee charged
 Minnesota Media Publication Use: no use fee charged for use by MN magazines, newspapers, television or radio
 Commercial OR Non-Minnesota Non-Profit OR non-MN Media Use: a use fee is charged. The total fee for this project \$ _____

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

Does the Society request a copy? Yes No

MHS Staff Signature _____ Date _____ Order # _____