Permission Request Form for Public Use of Images

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

Terms of Agreement 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. These fees are separate from and in addition to image fees.

2) You agree to pay the permission fees before using the image(s).

3) You will provide the following credit line (replacing the zeroes with the Image ID#) when using images: Manitowoc County Historical Society, MCHS 0000.00.0 (image id number).

4) You will not significantly alter image(s). I agree to request permission from the Manitowoc County Historical Society before altering any image beyond standard cropping and resizing. 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 images for any other purpose. For subsequent printings or editions of this project, you will arrange for additional permissions from the Manitowoc County Historical Society.

6) You understand the granting of permission to publish by the Manitowoc County Historical Society does not absolve the end user from copyright liabilities. I will not hold the Manitowoc County 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 _______________________

Printed name ____________________________________________________________________________

Affiliation _____________________________________________________________________________

Address _________________________________________________________________________________

City _______________________________ State _________________ Zip ________________

Email _______________________________ Telephone ________________________________
PROJECT INFORMATION
Title of project ____________________________________________
Author, editor, or director ___________________________________
Estimated date of publication ________________________________
Non-profit or Wisconsin Tax Exempt ID # _______________________

Is the public image use for an educational purpose? If yes, please describe below.
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

FORMAT
Please check all that apply to your project.
☐ Book/Article/E-Book
☐ TV Broadcast
☐ Video/DVD
☐ Sales Film
☐ Website
☐ Advertising
☐ Exhibit/Display Other _______________________________________

PUBLISHER / PRODUCTION COMPANY INFORMATION
Company ____________________________________________________

IMAGE LIST List the Image Title and ID# for each of the images you plan to use in your project:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

TOTAL PUBLIC USE FEE: __________________

METHOD OF PAYMENT
Send this form and your check to:
Manitowoc County Historical Society Archives
924 Pinecrest Road
Manitowoc, WI 54220
Checks are payable to the Manitowoc County Historical Society (MCHS).

To pay with credit card, please email the form as an attachment to Archives@ManitowocCountyHistory.org with Photo Reproduction in the subject line. Please complete your payment for the image order at www.manitowoccountyhistory.org/archives-donations/ (under make a monetary donation).
Public Use Fees

*Permission fees are charged per image, per format. These fees are separate from image charges. You must provide a state or federal non-profit identification number for non-profit projects. If you are using more than 15 images, permission fees may be negotiable.

### Print Media and E-Books

<table>
<thead>
<tr>
<th>Image Use</th>
<th>Commercial</th>
<th>Non-profit</th>
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</thead>
<tbody>
<tr>
<td>Cover jacket surcharge</td>
<td>$25</td>
<td>$10</td>
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<tr>
<td>Circulation 5,000 or less</td>
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<td>Circulation 100,000 or less</td>
<td>$100</td>
<td>$75</td>
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<tr>
<td>Circulation (more)</td>
<td>Requires Negotiation</td>
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### Other Media

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<tbody>
<tr>
<td>Advertising or Merchandising</td>
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<td>Display or Exhibit</td>
<td>$30</td>
<td>$20</td>
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<tr>
<td>Television – Local</td>
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<tr>
<td>Television – Network</td>
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<td>$25</td>
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<tr>
<td>Video, DVD, or Film</td>
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</tr>
<tr>
<td>World Wide Web</td>
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<td>Newspaper</td>
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### Other Uses

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<tbody>
<tr>
<td>Other Non-profit projects</td>
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<tr>
<td>Other Historical Societies</td>
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