

Reproduction Request Form

Oberlin Heritage Center, P.O. Box 0455, Oberlin, OH 44074

Requester's Contact Information:

Name: _____	Date: _____
Company/Organization: _____	
Address: _____	

City: _____	State: _____ Zip: _____
Home#: _____	Cell#: _____ Email: _____

List materials to be reproduced:

The Oberlin Heritage Center may grant permission for Non-profit, Personal, Educational, Academic, and Commercial Use. Please indicate type of use requested here: _____

Short description of use (ex. book, student website): _____

Anticipated date of use, publication, or broadcast: _____

Title of project, publication, or broadcast: _____

Name of author or producer: _____

I have read, and agree to abide by, the Oberlin Heritage Center Use and Access Policy (attached) and agree to pay all applicable fees.

Requester's signature

Date

Please return signed form to:

Oberlin Heritage Center
PO Box 455
Oberlin, OH 44074

or

history@oberlinheritage.org

Oberlin Heritage Center

Use and Access Policy: Reproductions

The Oberlin Heritage Center may grant permission for the use of reproductions of its images, oral histories, and other collection objects for a variety of purposes including, but not limited to, personal or scholarly research, and commercial, educational, or non-profit publication, broadcast, or display. All such uses require the user to seek written permission of the Oberlin Heritage Center. Some uses require a fee. Such fees assist with the long-term preservation of the collection.

Terms and Conditions of Use

- A. Permission to reproduce, publish, broadcast, or display an Oberlin Heritage Center image, oral history, or other collection object must be requested in writing using a request form. The applicant agrees to abide by all terms, conditions, and provisions of this agreement and to pay all reproduction and use fees in advance. Default in payment will immediately revoke permission. Use fees are charged on a per object basis.
- B. Permission for reproduction of a photograph, image, oral history, or other collection object is granted only for the express purpose described on the request form. If the intended use of the object is for publication, permission is authorized for one-time, non-exclusive use of the reproduction.
- C. Copies of material from the Oberlin Heritage Center collection may not be deposited or placed on file in any other repository, including electronic filing methods or websites, without permission of the Executive Director.
- D. The Oberlin Heritage Center does not hold copyright over many of the objects in its collection. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the material.
- E. Photographs may be cropped to suit design and layout but may not be altered digitally or drawn on in any way so that they look different from their original appearance in the historical collection.
- F. Sound recordings may not be altered or edited in any way that would change the original context or meaning of the recording.
- G. Sale of a reproduction of an image, oral history, film footage, illustration, or other object from the Oberlin Heritage Center's collection does not involve the sale of copyright. Reproduction and use fees are charged based on physical ownership of the material, and not on copyright.
- H. The Oberlin Heritage Center does not surrender its own right to publish or otherwise use its collection, or grant permission for others to do so, and reserves the right to make exceptions or additions to the considerations in this policy.
- I. The Oberlin Heritage Center reserves the right to decline reproduction of fragile objects or reproduction for inappropriate use.
- J. A credit line must always accompany any image, oral history, or other collection object, when published. It should read "Oberlin Heritage Center. Oberlin, Ohio." If the object is published on a website, the credit should be embedded within or attached to each image used. Placement of embedded credits should be at the bottom of the image on the left or right in small but legible type. Attached credits may appear below or beside images. Embedded or attached credits are not required for images used in streaming video. If the web document contains a section appropriate for credits, sources, and acknowledgments, a full citation reading "Oberlin Heritage Center. Oberlin, Ohio" should appear in this place in addition to the use of the embedded or attached credits.
- K. If an image appears on a website, the applicant agrees to display the image at a resolution no higher than 72dpi, and not to distribute images without written authorization from the Oberlin Heritage Center.
- L. The Oberlin Heritage Center requests that a copy of any publication, or link to website, that includes Oberlin Heritage Center materials be provided to its archives.

Use and Access Policy: Image Use Fees

Personal Use	Reference purposes or home display	No Fee
	Gift for personal use (home display)	No Fee
Commercial Display in Public Spaces and Online Platforms		Permission and fee to be determined by the Exec. Dir.
Exhibitions, including online exhibitions	Profit	\$25
	Non-Profit	No Fee
Book Publication	Inside Use	\$50 for first page, \$25 for additional image or reuse.
	Book Cover Illustration	\$100 for first image; \$50 for additional image or reuse.
Academic Uses	University Presses	\$20 per image
	School teachers and youth projects	No Fee
	Academic research projects that will not be published	No Fee
Newspapers, Magazine and Newsletter/Corporate Publications		Permission and fee to be determined by the Exec. Dir.
Advertisement	Non-editorial Use: Posters, Postcards, Calendars, Tee Shirts, etc.	Permission and fee to be determined by the Exec. Dir.
All electronic digital formats	Profit	Permission and fee to be determined by the Exec. Dir.
	Non-Profit	Permission and fee to be determined by the Exec. Dir.
Television and Film Broadcast		Permission and fee to be determined by the Exec. Dir.