



ORANGE COUNTY
HISTORICAL SOCIETY

**Reproduction Services
Scanning and Use**

Orange County Historical Society is pleased to offer several duplication options for items in its collections. Please read and complete this form (front and back) before submitting your order. Please talk to us about any questions or concerns you may have.

Please view our **Pricing Information** on our website for licensing and use fees.

Name of Applicant: _____

Organization or agency (if appropriate): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____

Email: _____

Images/Manuscripts (Number/Title)	Reproduction Services Requested (scan, photographic duplication)
_____	_____
_____	_____
_____	_____

Images will be delivered as 300 dpi .jpps unless prior instructions have been approved.

This use is: Personal Research Commercial/Publish

If intending to publish:

Intended Use of Material:

Format: Periodical Book Textbook Website CD Other

Title of proposed publication:

Author/Editor:

Publisher:

Expected Date of publication:

Number of books/periodicals/items expected to be produced: _____

Permission to print or reprint any material from the collection of the Orange County Historical Society is subject to the terms of this policy. Permission does not allow the use of our material in any other edition or by any other additional means of reproduction including digital or electronic formats, sound tapes, motion pictures, phonograph records, or the like. Additional approval and fee payment are required for any and all subsequent use of this material. The following terms also apply to this material:

Conditions

1. All requests to reproduce the repository’s holdings, which may include photographs, film, video, manuscripts, and other documents, must be submitted on this application. By signing this application, the applicant agrees to abide by all the terms, conditions, and provisions of this agreement.
2. Permission for reproduction is granted only when this application is countersigned by an authorized representative of the repository. Permission for reproduction is limited to the applicant and is non-transferable.
3. In giving permission to use its materials, the Orange County Historical Society does not surrender its own right to publish such material or to grant permission to others to do so.
4. Permission is granted for one-time only. The materials may not be reused without the written permission of the Orange County Historical Society.
5. You assume full responsibility for the use of material obtained from the Orange County Historical Society and conformity to the laws of defamation and privacy, and holds harmless the Orange County Historical Society from any claims arising as a result of your use of the material.
6. If permission is granted, the publisher agrees to send the Orange County Historical Society one copy (best edition) of the publication containing the materials listed above at no charge.
7. All reproductions must include the credit line: **Courtesy of Orange County Historical Society**. The repository may also require that the artist/creator, the title of the work, and the object’s number appear in the caption or credit as well.
8. The payment of a commercial fee does not exempt the user from the credit line requirement. Failure to include a credit line or inaccurate captions or credits shall require the applicant to pay the sum of One Hundred Dollars (\$100) per quotation, as liquidating damages and not as a penalty in view of the difficulty of assessing actual damages for this breach.
9. Unless approved in advance by the repository, each document or image **MUST** be reproduced unedited and in its entirety.
10. Electronic files must be destroyed upon publication of the product described in the above project.
11. This permission is void if use/publishing does not occur within 24 months of the date of the signing of this form.
12. All reproductions are supplied in compliance with U.S. Copyright Law (Title 17, U.S. Code). OCHS can neither grant nor refuse permission to use material to which it does not hold copyright. OCHS retains all rights to commercial reproduction of material to which it does hold copyright.
13. Purchasing of photographs or scans means you agree to comply with the Orange County Historical Society’s Photography Rules and Regulations.

Agreement

I agree to the conditions specified above. Yes No

Signature _____

Date _____

Approved _____ Representative for Orange County Historical Society

Date _____