Reproduction Policies & Permissions - for Broadcast, Web, Exhibition, or Publication



Please read and fill out the applicable information and mail to Essex County Historical Society for consideration. If permission is granted, you will receive a countersigned copy of the application. Applicant must agree to the requirements of the ECHS **Image Reproduction Policy**.

Please allow approximately three weeks for your order to be processed. Please be advised we use our own professional photographer for 3D objects.

Image Reproduction Policy for Publication

- 1) User agrees that only the Materials described in the Permissions Form are covered.
- 2) User agrees to use the Materials for the specific purpose stated in the Permissions Form.
- 3) User understands that ECHS reserves the right to: refuse to copy any item that may be damaged by the reproduction process; refuse to copy items that are restricted by copyright; limit the number of photographic copies, photocopies or scans; and charge different fees than those currently published by ECHS.
- 4) User agrees that all reproductions of the Materials from ECHS's collection can only be obtained from ECHS.
- 5) User agrees to use the Materials only once.
- 6) User agrees that a second use of the Materials in any one project is not permitted.
- 7) User agrees that using the Materials in more than one media (whether book, periodical, dust jacket or cover, broadcast video, DVD, CD-Rom, E-Book, or website or any other form of medium) is not permitted unless specifically stated in the Permissions Form.
- 8) ECHS will receive a complimentary copy of the publication, no matter what format in which ECHS' images(s) appear.
- 9) User agrees to the following guidelines for credit regarding the Materials:
 - Printed materials: credit line must appear on the same page as the image
 - Films, broadcast or video productions: include the credit within the Credits or Sources of illustrations section of production; credit must be legible and prominent
 - Exhibitions: credit should appear directly below or adjacent to the original copy
 - Website: the credit must be placed adjacent to the image along with a link to ECHS's website, www.adkhistorymuseum.org
- 10) User agrees the Materials posted on the Internet will be no larger than 72 dpi and 600x400 pixels.
- 11) User understands that ECHS reserves the right to request the removal of its Materials from any website.
- 12) User will not use or authorize others to use the Materials for any purpose whatsoever, including all forms of publications, media, or exhibits, except as specifically provided in the Permissions Form.
- 13) User agrees to supply the following credit line when using ECHS's reproduced Materials: "Collection of Adirondack History Museum".
- 14) User agrees to pay the assessed Permission/Use Fees for the use of the Materials prior to public display.
- 15) User agrees to indemnify, defend and hold harmless Essex County Historical Society and its employees from and against all liability, whether legal or otherwise, including costs and expenses arising from use of the Materials, whether based on violation of rights of ownership, infringement of copyright or trademark, or invasion of the rights of privacy, law of libel or any other claim.

Digital Reproductions Permissions Form

Applicant:	MemberAuthorPublisherNon-profitEditorProducerCuratorGrad student
Organization: Non-profit #:	Telephone: Email:
ECHS item(s) for use (description):	Publication format: BookMagazineAcademic journal Film/VideoCD-ROMInternet siteThesisAdvertisementExhibitOther*
Title of project:	*Please explain "other":
Expected date of publication/release:	Estimated circulation/print run of publication:
Publisher:	Address:
Editor/Author/Producer:	Other:
Resolution (72-1200 dpi):	Format (tiff, jpeg, gif):
VisaMCCheckCash CC #: Exp. date:	I have read the Image Reproduction Policy and my signature verifies my adherence to said policy.
Signature	Signature:
Credit Line must include: From the Collection of Adirondack History Museum	
Applicant Signature:	Date:
ECHS Authorization:	Date:

Mail completed form to:

Aurora McCaffrey, Executive Director Essex County Historical Society/Adirondack History Museum 7590 Court St., PO Box 428, Elizabethtown, NY 12932

518-873-6466 www.adkhistorymuseum.org