

Conditions for the Publication, Display, or Broadcast of Photos Request for Permission Form

Adapted from Minnesota Historical Society policies

For both commercial and non-profit photo reproduction, the Morrison County Historical Society (MCHS) requires that a Request for Permission Form be filled out and submitted prior to the reproduction of requested materials. In addition to reproduction costs, MCHS may also charge a separate commercial use fee. Those seeking permission to publish, display, or broadcast reproductions of photographs in the collections must complete the form prior to placing their order. Please read the following conditions carefully. Return the completed form to the Morrison County Historical Society, 2151 South Lindbergh Drive, PO Box 239, Little Falls, MN 56345.

1. Credit must be given to the **Morrison County Historical Society** and the creator of the work, if known.
2. The credit line for each photo will be supplied by MCHS on the second page of this form. Credit lines must appear with the image or on a credit page indicating the page number and location on the page for each work. Films, videotapes, and slide shows may use a credit section at the beginning or end to give credit to the Morrison County Historical Society. For web site use, credit should appear either next to or directly below the image.
3. Permission to reproduce, publish, broadcast, or display a photograph from MCHS collections must be requested in writing. A completed Request for Permission Form meets this condition. The request should include the title of the medium in which the photo will appear, the creator's name, publishing year, name of publishing company or responsible organization. The request for permission should also include the photograph's accession number and description (MCHS will provide). Possession of a photo from MCHS does not constitute permission to use it.
4. In some cases, MCHS may request that one copy of printed works (books, brochures, magazines, newspaper articles or ads) be donated for its files.
5. If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. MCHS will provide the creator's name, if known.
6. **Permission is for one-time use only.** The Morrison County Historical Society retains all rights to the works and they must not be used for any purpose other than that listed on the permission form.
7. Photographs may be cropped to suit design and layout, but they may not be altered or drawn upon so that they look in any way different from the way they appear in the historical collection.
8. MCHS reserves the right to refuse to grant permission and/or provide photographic reproduction services to publishers and individuals who have not complied with its policies.
9. MCHS reserves the right to decline to reproduce fragile or restricted items.
10. Commercial users (for-profit corporations or individuals) must pay the use fee in advance of receiving a copy of the signed permission form and photo reproductions.
11. **Federal Copyright Law prevents MCHS from reproducing photographs from books which are protected by copyright law.**
12. Printers, graphic artists and other professionals assisting with the photo publishing process may not keep copies (print, negative, digital, or other form) of the photo(s) for their use. If MCHS discovers that a printer, graphic artist or other professional has used a photo from MCHS collections without permission, MCHS and/or the copyright holder may seek legal restitution.
13. MCHS will provide a high-quality, color photocopy of the requested photo(s) for display purposes. **If a digital scan is requested, the "one-time use only" provision still applies.** MCHS will not provide negatives of photographs. Regardless of whether a Commercial Use Fee is charged, the requester will be charged a reproduction fee.

Fees for Commercial Use of Photos

The Morrison County Historical Society follows the fee schedule set by the Minnesota Historical Society (MHS). Staff will inform you of the cost for your particular use. To see the fee structure set up by MHS, go to the website at

<http://collections.mnhs.org/visualresources/UseFees.cfm?From=OP>

Permission can be granted for the following types of use:

Advertising	Exhibit
Book Publishing	Magazine or Journal
Broadcast (Television, film)	Newsletter
Brochure or Pamphlet	Newspaper
Decorative Display	Slide Show
Digital Products (Web site and other)	Videotape or Videodisc

MCHS Mission

The Morrison County Historical Society is a non-profit organization devoted to preserving artifacts and historical information regarding Morrison County, and to educating the public about the history of the county.



MCHS has been entrusted with the permanent care of the photographs in its collections. The Commercial Use Fee has been implemented so that we have a base of financial support that will enable us to continue to give the best care possible to these photos. This will allow future generations to have access to these fascinating artifacts of county history.

Photo Use Permission Form
Morrison County Historical Society

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Type of Use: _____

Date of Use/Publication: _____

Title/Description: _____

Author/Producer: _____

List of Photographs Requested (Use additional page if necessary.)

Accession #	Description	Credit Line
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I agree to abide by the conditions outlined on the previous page, and to pay the use fee, if applicable.

Requester's Signature: _____ Date: _____

MCHS Staff Use Only

Permission Granted For:

_____ Commercial Use - Total Fee for Project \$ _____

_____ Non-profit for educational use. No use fee charged.

_____ Publication using photo(s) with a news item or to directly promote the Morrison County Historical Society and/or The Charles A. Weyerhaeuser Museum. No use fee charged.

_____ Private/personal (non-commercial) use. No use fee charged, but must fill out a new form if commercial use is later intended.

_____ The Historical Society requests a copy of the publication.

Permission is hereby granted to reproduce the above photographs, provided the Requester meets the conditions printed on the previous page and pays the use fee, if applicable.

MCHS Staff Signature: _____ Date: _____