



Order No (mmddyyyy-#): _____

Image Request Form

Lebanon County Historical Society, 924 Cumberland St., Lebanon, PA 17042

Name: _____ **Company:** _____

Address: _____ **City:** _____ **State:** _____

Zip: _____ **Phone:** _____ **E-mail:** _____

Digital scans or copies of archival materials from the Lebanon County Historical Society's (LCHS) collection may be obtained for a fee at the discretion of archival staff. Due to copyright, format, fragility, and size, not all items can be scanned. Cell phone photos (free) and photo copies (50 cents per page) are for personal educational use only and are not permitted to be reproduced or published. Fees are charged for every image or every 5 minutes of audio/video recording. All fees must be paid in full to receive scans.

Intended Use and Fees – Please Check One:

- ☐ Personal educational use (no posting/reproduction/publication/display): \$10
- ☐ Non-profit use (must present valid certificate): \$15
- ☐ Commercial use: \$35

Large format items, including but not limited to deeds, maps, and blueprints, will incur an additional \$15 charge or may be too large to scan. Consult the archivist if you are unsure if an item is large format.

Images Requested – Attach additional pages if necessary:

Object ID or Photo #	Title	Format & Resolution (600 dpi JPEG by default)

Conditions of Publication/Reproduction:

1. Credit must be given to the Lebanon County Historical Society and the creator of the work, if known.
2. 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, video, and slide shows may use a credit section at the beginning or end to give credit to the LCHS. For web site use, credit should appear either next to or directly below the image.
3. Permission to reproduce, publish, broadcast or display a (an) LCHS photograph or other material must be requested in writing on this form. The request should include the title, author, publishing year, name of publishing company or organization responsible, and the catalog number, locator or negative number of the work.
4. The LCHS will request that a copy of the publication be donated to the LCHS.
5. If copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. The publisher is responsible for ensuring that they are in compliance with copyright law. The LCHS will provide the creator's name, if known.
6. Permission is for **one-time use only**. The LCHS retains all rights to the works and they must not be used for any purpose other than that listed on this permission form.
7. Images may undergo basic editing such as cropping or adjusting brightness, but the image must not be altered from its historical appearance (such as colorizing or changing material within the image).
8. The LCHS prohibits the use of its material for the training of Artificial Intelligence (AI).
9. The LCHS reserves the right to refuse to grant permission and/or provide further services to publishers and individuals who have not complied with its policies.
10. The LCHS reserves the right to decline to reproduce fragile items or for inappropriate use.
11. Negatives become the property of the LCHS.
12. The LCHS does not wave fees in exchange for publicity or advertising.

Publication Information (if applicable):

Date of use/publication (please allow up to 10 business days for the review of your request): _____

Title/description: _____

Author/producer: _____

Publisher's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

By signing below, I agree to abide by the conditions listed above, pay any applicable fees, and have been authorized to act on behalf of the publisher (if applicable).

Signature: _____ **Date:** _____

STAFF USE ONLY:

Approved: _____ **Denied:** _____ **Notes:** _____

Staff Signature: _____ **Date** _____ **Total Fees:** _____