

The Historical Society of Harford County, Inc.

Photo Use Policy

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Image Reproduction Fee Schedule

The Historical Society of Harford County, Inc. has no in-house reproduction facilities. The fees, paid in advance, for reproducing images are based on the prevailing rates charged the Society plus handling and mailing charges.

Not all of our photographs in the collection have negatives; therefore, if photographic copies are required the fee will reflect the cost of producing the negative. All negatives are the property of the Society. If an order is placed that is not in our standard price list, contact will be made with the proper supplier, and a quote will be prepared and the Society will contact you. If you agree to the quoted price, the image will then be prepared.

Fees for individual/personal usage (i.e. decorations for home or office, illustrations for thesis/dissertations are based on reproduction charges.)

5 x 7	\$18.00
8 x 10	\$20.00
11 x 14	\$32.00
12.5 x 18.5	\$45.00
12.5 x 43.5	\$78.00

Scanned images for publication purposes can be put on a CD for \$8.00 for each image scanned.

** Not all photos in the Historical Society's collection will fit the proportions of the paper sizes referred to above.

Conditions of Publication

1. Permission is for ONE – TIME USE ONLY. The Historical Society of Harford County requires prior permission, in writing, for each publication, re-publication, broadcast, display, or other public use of its collections or interiors. Possession of Historical Society photos does not constitute such permission. Permission must be requested in writing, and should be directed to the Archives, Genealogical or Library Chairman, depending on the nature of material requested. The Historical Society of Harford County retains all rights to the photos, and they must not be used for any purpose or in any way other than that listed on the permission form.
2. Credit must be given to the Historical Society of Harford County as follows:
Historical Society of Harford County, Inc.
143 N. Main Street
Bel Air, MD 21014

The credit line should appear near the photo, or if the publication or display has a separate credit section, it must adequately indicate the location of the image within the publication or display.

3. Photographs may not be altered by cropping or other means without the permission of the Historical Society. In instances where a detail of an image is used, the caption must reflect this fact.
4. The Historical Society requests a gratis copy of each publication in which one or more of its images appears. Such publication should be mailed, immediately upon release, to the Society's headquarters.
5. The Historical Society of Harford County, Inc. reserves the right to refuse to grant permission and/or provide photo reproductions to publishers and individuals who have not complied with its policies. Also, if the original material requested is judged to be in fragile condition, photographic reproduction of this material may also be denied.

Request for Permission to Publish

The Historical Society of Harford County, Inc.

Name _____

Organization _____

Address _____

Phone _____ E-mail _____

I request permission to use photographic images from The Historical Society of Harford County, Inc. collections for the following purpose (please be specific, including title, publisher, intended audience, etc. if appropriate):

The format will be: exhibition catalog book magazine
 thesis / dissertation film videotape
 slide show

The images requested are as follows:

Object Name / Catalog Number _____

I have read and understand the conditions of publication and will comply with them.

Signature _____ Date _____

Permission is hereby granted.

Signature _____ Date _____

Title _____

Request for Permission for Personal Use

The Historical Society of Harford County, Inc.

Name _____

Address _____

Phone _____ E-mail _____

I request permission to use photographic images from The Historical Society of Harford County, Inc. collections for a "one time use." The images will be used for the following purpose (i.e. decorations for home or private office, illustrations for thesis / dissertation / term papers) Photocopies of images do not require such approval and will be provided by the Historical Society at a nominal fee.

The images requested are as follows:

Object Name / Catalog Number _____

These images are for reference illustrations for scholastic projects or decorations in a private home or office. Images displayed in public areas fall under the heading of commercial usage. Images may not be broadcast or reproduced without the written permission of the Historical Society of Harford County, Inc.

I have read and understand the conditions of publication and will comply with them.

Signature _____ Date _____

Permission is hereby granted.

Signature _____ Date _____

Funds Collected _____