

PERMISSION REQUEST / IMAGE LICENSING FORM

Use this form to request permission to publish or exhibit images in the Castine Historical Society collection. Please email research@castinehistoricalsociety with questions. (Reproduction of images for classroom or personal use does not require permission.)

Date:	Applicant name:	
Company or institution:		
Address:		
Email:	Telephone:	
IMAGES REQUESTED: (nclude identification number/title; attach list if needed):	
PUBLISHER Choose One	Commercial Non-Profit Educational/University Press	
PROJECT Choose all that apply:	Exhibition/display Book Magazine Web/ Blog	
Film/ Broadcast Mar	eting Other:	
Project Title/Description: _		
Please attach additional in	ormation, image copies, or notes as needed.	
Publisher URL:		
Email	Publication or Exhibit start Date:	
	or Period of Use:	
DISTRIBUTION Choose (ne:Maine Only Regional National International	

CONDITIONS OF PERMISSION

- 1. Castine Historical Society does not grant exclusive rights to the use of its collections to any party or parties, and it assumes no responsibility for claims arising from third parties. The Society reserves the right to use its own material and retains any and all rights.
- 2. A licensing fee is due before publication or use. The fees cover one-time, non-exclusive use per image (see below). Licensing fees are additional to any expense for copy-work, and purchase of digital copies does not guarantee permission to use.
- 3. The credit line "Castine Historical Society" and the item number should appear with the image for publication or exhibit label, and formatted as a link to the CHS website (castinehistoricalsociety.org) when applicable. If the credit will not appear with the image, provide a detailed explanation of how Castine Historical Society will be credited.
- 4. Applicants will give the Castine Historical Society one copy of the publication if applicable.
- 5. Responsibility for observance of copyright and other publications rights, including literary rights, rests with the patron and not with the Castine Historical Society.
- 6. If an image is cropped in any way, the caption must include the word "detail."
- 7. Permission may not be sold or transferred.
- 8. Castine Historical Society reserves the right to void this contract if the applicant or publisher does not follow these conditions. I agree to abide by the conditions for reproduction and publication as stated above.

Signatureauthor, institution, or publisher	Date
Approved by	Date

For Castine Historical Society, 13 & 17 School Street, P.O. Box 238, Castine, Maine 04421

Permission is hereby granted to the above-named applicant for the described use, subject to the following licensing fee per image:

Non-profit/Educational \$35 Commercial \$100