

Albemarle Charlottesville Historical Society
Standard Reproduction Rights Form

Name: _____ Telephone: _____

Title: _____

Affiliation: _____

Address: _____

I understand that I must have written permission to reproduce/exhibit any photographs of the Albemarle Charlottesville Historical Society or its collections for the purpose specified below and I agree to each of the conditions outlined on the reverse of this form.

I request the use of the following photographs (list by subject and reference number):

I will be using these photographs for personal use only: **yes / no** (circle one)

If no:

I will be using these photographs in the following publication, film, videotape, exhibit, other (please specify):

To be published or released (please give date):

To illustrate the following:

All rights reserved. Photographs may not be reproduced/exhibited without the express written permission of the Albemarle Charlottesville Historical Society. The following credit line is mandatory: Albemarle Charlottesville Historical Society.

This form can constitute permission to reproduce/exhibit the above one time, if all appropriate fees are paid in full and if signed by a historical society representative.

It is understood that the user is responsible for obtaining any other permission necessary for reproduction and for compliance with current copyright laws.

Signature Date

Signature for Albemarle Charlottesville Historical Society Date

Conditions Under Which Reproduction Rights are Released

1. To use the photographic copy only once and only for the purpose listed on the Reproduction Rights Form. Use on an end paper or dust jacket or as any other advertisement constitutes a separate use and must be applied for in writing.
2. To credit properly. The following is the basic credit line, "Albemarle Charlottesville Historical Society." When provided, the photographer's name must be used in the credit line. We ask that you follow these guidelines:
 - a. For published materials, the credit line should be easily accessible.
 - b. For films, filmstrips, and video presentations, include the credit within the "Sources for Illustrations" or "Credits" section of the production.
 - c. For websites and other Internet display, the credit line should appear directly below or adjacent to the image. The user's website must contain a hyperlink to the Albemarle Charlottesville Historical Society website. The displayed image must either a) have the mouse right click function disabled, or b) include a rollover text box with a statement indicating that the image cannot be used without the permission of the Albemarle Charlottesville Historical Society.
 - d. For exhibitions, credit should appear in the exhibition area, preferably directly below or adjacent to the original copy.
3. To give the Albemarle Charlottesville Historical Society one complimentary copy of any published work, including CD products, in which the photographic copy appears.
4. To indicate in the accompanying caption or label any and all changes or alterations that have been made to the original copy, including cropping, tinting, or detailing. Altered images remain the property of the Albemarle Charlottesville Historical Society and cannot be used without permission.
5. To limit digital display of images to no more than 72 dots per inch.
6. To not permit others to reproduce the photographic copy or any facsimile of it.
7. In authorizing the reproduction of works in collections, the Albemarle Charlottesville Historical Society does not surrender its own right to publish or grant permission for others to do so.
8. The Albemarle Charlottesville Historical Society reserves the right to limit the number of copies, to restrict the use or reproduction of materials, and to charge different fees than the ones published herein.
9. Any exceptions or modifications to the above conditions will appear on, and be part of, the Albemarle Charlottesville Historical Society's letter of agreement.