

Conditions for the Reproduction of Library Materials

1. Copies can be made of the photographic images in the collection. All copying, however, is subject to approval by the Curator and/or the Museum Committee.

2. Restrictions:

The Curator has the right to deny permission to copy any materials that are fragile or easily damaged.

The Curator has the right to decide the method of reproduction used on materials in the collection (e.g., photocopy, laser copy, digital copy, or photograph negative).

The Curator has the right to allow or deny permission to a photographer making copies of photographs at the Society. The Curator may place limitations on the types of photography equipment permitted for use with the Collection (e.g., flash bulbs, flat scanners).

3. Any photographer copying images in the collection agrees to provide the Historical Society with a copy of each image taken.

4. Permission for this photography is for personal use of the undersigned or agent for the undersigned. The Historical Society retains the copyright to the photographic images (positive and negative) produced. No further reproduction of these images may take place without the permission of the Society.

5. Any reproduction made cannot be given away for a purpose not authorized by the Historical Society serving Sleepy Hollow and Tarrytown without written permission.

6. Permission to publish the photographs must be obtained in writing from the Historical Society.

7. The Historical Society reserves the right to:
charge a fee for the copying and/or use of the image (\$25.00-\$30.00/per photograph).
refuse permission to publish.
substitute images produced by the Historical Society.

8. All fees for services must be paid in a timely manner.

I have read the conditions set forth above and agree to abide by them in full.

Signature: _____ Date: _____

(Please Print)

Name _____ Agent for: _____

Address: _____

Phone: _____ Email: _____