

CCHC Rights and Reproductions Policy

Effective: May 5, 2017

1) Requests:

Chester County History Center (hereafter, CCHC) retains all rights to reproductions and publication in any form of items in its collections.

All requests for publication, exhibition and commercial uses must be made in writing using the appropriate CCHC forms. Forms can be requested in person, via email, CCHC website, mail, or phone.

Reproduction and Use Fees must be paid in advance. If the work is not used in the final product, the Use Fees may be refunded upon approval of written request. Reproduction Fees are not refundable.

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Images requested for website use will be provided as 72 dpi watermarked images, the current digital file charge will apply.

Failure of the requestor to abide by the conditions for use or publication of any image owned by the Chester County History Center outlined in this document will constitute a breach of agreement and result in forfeiture of permission and possible legal action.

3) Reproduction:

Photographic work or digitization for any and all purposes will be done by CCHC staff or a photographer selected or authorized by CCHC under its supervision at a location approved by CCHC. CCHC reserves the right to refuse requests for reproductions. **All orders must be pre-paid for work to begin.**

4) Credit line:

A full credit line, "Chester County History Center, West Chester, PA" must be printed adjacent to each photograph or on the credits page. Incomplete or incorrect credit lines must be corrected in future editions.

5) Gratis copy:

CCHC requests that the publisher furnish one complimentary copy of the work in which the reproduction(s) appear.

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I acknowledge that I have read the CCHC photographic reproduction policy statement and understand and agree to the terms as set forth therein.

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Name printed: _____

CCHC staff: _____ Date: _____