



Jack Bitner Library & Research Center Reproduction Request Form

Mount Gretna Area Historical Society, Jack Bitner Library & Research Center
206 Pennsylvania Avenue, Mount Gretna, PA 17064
Tel: 717.964.1105 • Email: info@MtGretnaHistory.org

General Reproduction and Publishing Request Policies

1. User understands Mount Gretna Area Historical Society, hereafter referred to as MGAHS, reserves the right to refuse to: copy any item that may be damaged by the reproduction process; copy items that are restricted by copyright; limit the number of photographic copies, photocopies or scans; and charge different fees than those currently published by MGAHS.
2. Documents and images belonging to MGAHS may not be placed under the protection of copyright by the purchaser of such images, his or hers heirs, assigns, or agents.
3. User agrees that all reproductions of the materials from the MGAHS collection can only be obtained from MGAHS. User agrees that reproductions taken from printed or electronic items not supplied directly by MGAHS are strictly prohibited.
4. Photographic work for any and all purposes will be done by a photographer selected or authorized by MGAHS under its supervision at a location approved by MGAHS.
5. Patrons wishing to have images saved to CD should specify resolution and the type of file (JPEG, TIFF, etc.) required. Those wishing to have images emailed should also specify resolution, but only JPEG images can be sent via email.
6. User will not use the materials for any purpose whatsoever including all forms of publications, media, or exhibits unless a permission to publish is granted by MGAHS.
7. Permission to reproduce covers only the specific occasion and use stated on the permission form. Additional use of any kind, including reprints, further editions, etc., will require reapplication.
8. The full credit line, "Courtesy of Mount Gretna Area Historical Society, Mount Gretna, Pennsylvania," must be printed adjacent to the printed material and must appear for each reproduction.
9. If an image is not published in its entirety, that is, if cropped in any way, the caption must include the word "detail" as well as the full credit line.
10. MGAHS requests that the requestor furnish one complimentary copy of the issue of the periodical or book in which the reproduction(s) appear.
11. User hereby agrees to indemnify, defend and hold harmless the historical society and its employees from and against all liability, whether legal or otherwise, including costs and expenses arising from use of the materials, whether based on violation of rights of ownership, infringement of copyright or trademark, or invasion of the rights of privacy, law of libel or any other claim.

I have read the "Reproduction Request Form Policies" above and agree to abide by them.

Signature _____ Date _____

Reproduction Fee Schedule

All scanning of material from the collections of Mount Gretna Area Historical Society is completed by MGAHS staff. Eligibility for item scanning is based upon the condition and size of the item. Images can be saved in TIFF or JPEG formats. Resolution range is between 50 and 1200 dpi. If no format or resolution is specified, images will be saved in JPEG format and scanned at 300 dpi. The charges must be paid in full upon receipt of invoice.

Use fees are non-refundable.

Reproduction Fee For Personal Use	Fee
Print Copies (documents, photos, etc.)	\$1/ page
Digital Copies (existing documents, photos, etc.)	\$10/image
Digital Copies (new photography)	\$10/ image

Reproduction Fee For Commercial Use	Fee
Periodicals/ Serials	\$30/ image
Book Editions, Video, Posters, CD ROM, Postcards, Calendars, Brochures	\$30/image
Commercials, Motion Picture or Television Production	\$30/ image
Filmstrip or Slide Show	\$30/ image
Published Advertising Use	\$30/ image
Decorative Display in Business Establishment	\$30/ image
Website/ Mobile App	\$30/ image

Fee Total _____

Publishing Agreement (Commercial Use Only):

I _____ of Mount Gretna Area Historical Society, give
_____ permission to publish a document and/or image from the Mount
Gretna Area Historical Society Collection for commercial use.