



Permission for Reproduction and One-Time Use Form

This form acts as an invoice. Payment must be made at the time of order. Proceeds go toward preservation of archival materials.

Name: _____ Phone: _____

Business/Organization/Agency (if applicable): _____

Address: _____

Email: _____

Intended One-Time Use of Image or Archival Material:

Title or Description of Use: _____

Author/Producer: _____ Publisher: _____

Audience/Distribution: _____ Web URL: _____

Preferred Format (check and circle options):

Digital Files Still Image: *tiff jpeg pdf* Moving Image: *mp4 avi* Sound: *mp3 wav*

Print (8.5 x 11 copy paper) Other (please specify): _____

Delivery Method:

Electronic In-person pick up Mail (Added Fee)

(Electronic files can be delivered via online for free, or mailed on a flash drive for an additional fee)

Conditions of One-Time Use:

The permission to use an image or other media from the collections of the Winona County Historical Society is granted if the following conditions are met. Possession of an WCHS image or reproduction in any form does not constitute the permission to use it. Permission must be requested in writing.

- **Permission is for one-time, one-media, or one-project use only.** WCHS retains all rights to the images and material. They may not be used for any other purpose than that listed on this form.
- Requestor must pay any required use fee (see Use Fees below) when submitting the Reproduction and Permission to Publish form.
- Credit must be given to the WCHS and the creator of the work, if known. Credit should read: *Courtesy of Winona County Historical Society.*
- Credit must appear with the image, on a credit page that indicates the page number and position on the page, or in the case of a moving image or audio clip captioned to include the correct title and credit with the footage or at the end of film.
- If the image is still under copyright and the copyright is not held by WCHS, the Requestor must seek permission from the creator of the work or from the current copyright holder.
- WCHS assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from reproduction of any image.
- Photographs may be cropped to suit design and layout but may not be altered in any other way without specific written permission.
- WCHS reserves the right to require a copy of the publication, production, broadcast, or compiled, finished work as part of this use agreement. Send the copy to: WCHS, 160 Johnson St., Winona, MN 55987.
- WCHS requests that all attempts are made to represent the history of the reproduction as accurately as possible and bring any question to our staff for verification prior to publication.
- WCHS reserves the right to decline permission to anyone who has not complied with the above conditions.

____ Initial

Use Fees:

- Fees are charged per image for a **single use**.
- The permission to use reproductions of the Winona County Historical Society collections is granted when conditions of use are met.
- Use fees are waived for Personal, Educational, Educational Non-Profits, and Minnesota Media. See Use Fee List for more details.

____ Initial

Signatures:

By signing this form, I accept personally and on behalf of any entity I represent, the conditions set forth within.

Signed: _____ Date: _____

When signed by an authorized agent of WCHS, this form/invoice constitutes permission for reproduction as outlined herein.

Signed: _____ Date: _____