



Newport
Historical Society
History Starts Here

**Research Library & Resource Center
Permission to Publish Application**

Date: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

Institutional affiliation, if any: _____

Membership in NHS? _____

Credit Line Must Read: Collection of the Newport Historical Society _____

Applies for permission to reproduce:

In the following publication:

Title: _____

Author/Creator: _____

Publication Format: _____

Date of Publication: _____



Newport
Historical Society
History Starts Here

Commercial or Nonprofit Status: _____

Publisher Information (if different from applicant):

Name: _____

Address: _____

Telephone: _____ Email: _____

Other Use/Special Request [*ex. use of image on cover*]:

X _____ Date: _____
Applicant

Please sign here indicating that you have read the policies listed on the reverse page.

By signing this form, you acknowledge that use, copy, or provision of any collections documentation or images to any other person or entity may be prohibited under intellectual property laws, rights of privacy or publicity unless researcher has received all necessary consents. Further, user agrees to defend and indemnify and save and hold the Newport Historical Society, members of governing bodies, its officials, agents and its employees or designates harmless from and against any liability including costs and expenses, based on the violations of rights of ownership, infringement of copyrights, or invasions of privacy resulting from use of such materials or copies furnished pursuant hereto.

Please sign, complete and return to the Newport Historical Society, attention: Registrar. A countersigned copy will be returned to you when permission is granted.

X _____ Date: _____
Newport Historical Society Representative



Conditions under which reproduction rights are granted for items in the collection of the Newport Historical Society.

1. All requests for permission to reproduce an image for publication or film items from NHS collections must be made in writing and include the intended use, the publisher and the expected date of publication.
2. The publisher is to provide the Newport Historical Society with one complete, gratis copy of the final product in which the image is produced. Send to attention "Registrar."
3. Publication is permitted only from digital reproductions supplied by or approved by NHS Staff.
4. Each image must be reproduced unaltered and in its entirety unless approved in advance by the NHS. The reproduction must not be cropped, bled off the page, nor have anything superimposed on the image. When a detail is used, the word DETAIL must appear in the credit line.
5. Full documentation credit, as supplied by the NHS, must appear in immediate proximity to the image, or in the section devoted to photographic credits. Abbreviations are not permitted.
6. The NHS assumes no responsibility for any royalties or fees claimed by the artist or photographer, or on his/her behalf.
7. The NHS reserves the right to deny permission to reproduce an image from its collection to any applicant whose product is not acceptable to the NHS for any reason.
8. Permission is granted for **one time use** as detailed in the application form. Permission to publish must be obtained in advance for each subsequent edition or reprint.
9. Failure to pay the required fees for reproduction means that permission has not been granted.
10. Permission is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission of the NHS.
11. In the case where copyright is held by a third party, written permission must be secured by the applicant from that third party or their agent, and must accompany the application.
12. Permission to publish includes use of image in promotional print material leading up to publication or exhibition opening.