USAGE /PUBLICATION RIGHTS AND REGULATIONS

Updated 12/12/2002 Approved by the Board of Directors 1/28/2003

In all cases the Cumberland County Historical Society reserves the right to review any draft publication in any format whatsoever for appropriateness of content, historical accuracy, and stylistic presentation as it relates to objects and material from the Society's collections. The Society is greatly concerned with how such photographic reproduction illustrates its objects, photographs, or other materials. The Society may refuse to grant permission for the use or publication of any image for **any** reason, if it feels the use or publication of the image does not best suit the mission, goals and general policy of the Society as it relates to the education and promotion of the history of Cumberland County. The Society also reserves the right to revoke or deny the use of any image from the collections of the Cumberland County Historical Society in any future publication or public venue (Website use) at any time. The appropriate staff member will inform the user in writing of such revocation in a timely fashion.

Individuals, institutions, agencies and organizations desiring to use any image of the collections of the Cumberland County Historical Society must first fill out a **Permission to Use and/or Publish Form**. Patrons must complete this form legibly and return it, dated and signed, to the Cumberland County Historical Society. This form must bear a true signature of the applicant (no fax or electronic form of this document will be permitted.) Upon return of the completed request, the appropriate staff member of the Cumberland County Historical Society will approve or deny the request. Any form illegible or incomplete will be returned to the requestor without action for resubmission.

Rights to use or publish any image from the Cumberland County Historical Society shall be contingent upon the fact that the requestor agrees to all the conditions contained within this document and the Permission to Use and/or Publish Form.

Failure of the requestor to abide by the conditions prescribed for the use and publication of any image containing material owned by the Cumberland County Historical Society will constitute a breach of agreement and result in forfeiture of permission and possible legal action.

Any image or images of an item, object, document, or other materials which are owned by the Cumberland County Historical Society shall not be reproduced in any form and given to a third party under any circumstance. Materials shall not be incorporated into another institution's archives, museum, or special collections department without the express written permission of the Society.

No image of materials owned by the Cumberland County Historical Society may be modified or edited either mechanically or electronically in any form for use and/or publication. Modifications include, but are not limited to, cropping of image, the addition of watermarks, titles and/or texts printed on the image and/or enhancement, without express written permission from the Society.

Materials electronically appearing on the Society's web site may not be reproduced, saved, or "lifted" for any purpose. This includes, but is not limited to, the incorporation of the image on another Web Page whether private or commercial without the expressed written consent of the Society.

Some materials owned by the Cumberland County Historical Society may be protected by current copyright regulations. Outside the provision of the copyright law known as "fair use," the Society reserves the right not to allow the reproduction of any part of its collections if it feels that said reproduction would be in violation of the copyright law. In other cases while the Society may own an individual item, mere ownership does not constitute ownership of certain literary or intellectual rights. The patron assumes full and sole responsibility regarding any issue of rights, including but not exclusive to, rights of privacy, copyright, intellectual rights and/or literary rights.

Use and/or publication of video or audio footage held by the Society will be strictly monitored. Requestors desiring use and/or publication of this medium for a motion picture, documentary, television broadcast, videocassette, or other similar presentation, must secure additional permission/rights from any person or staff member of the Cumberland County Historical Society illustrated on this visual or audio recording. The Society reserves the right to request a copy of these permission documents prior to the approval of usage and/or publication.

Attribution:

Images approved for use or publication from the Cumberland County Historical Society will be credited, "Cumberland County Historical Society, Carlisle, PA."