



January 2018

**Permissions to reproduce copyrighted material, granted for one time use.**

US & Canada Commercial permission in one language including articles commercially published in periodicals, newspapers, or journals	\$60.00
Worldwide Commercial permission	\$180.00
Textbook use (print runs up to 10,000) (including e-books and HistoryFinder)	\$180.00
Textbook use (more than 10,000)	\$360.00
Non-profit organizations & government agencies	\$30.00
Individual scholars for essay publication	\$30.00
Book Cover, Advertisement, Promotional use	
Commercial organizations	\$180.00
Non-profit or government organizations	\$90.00
Video, television, film, all digital media	
US & Canada commercial use	\$125.00
Worldwide commercial use	\$180.00
US & Canada non-profit use	\$30.00
Worldwide not-for-profit use	\$60.00
Public Exhibition	
US & Canada commercial use	\$125.00
Worldwide commercial use	\$180.00
US & Canada non-profit use	\$30.00
Worldwide not-for-profit use	\$60.00

No fee is charged for any student use of images in unpublished papers, theses, or dissertations.

### **On-site motion photography (any medium)**

Motion picture recording permission fee (00:00:01 run time)	\$100.00
Staging services fee for principal photography	\$250.00/hour

### **Digitization fees (for images not currently digitized)**

Tagged Image File Format @ 400 dpi (monochrome or color)	\$12.00
Delivered Via FTP or email	\$0.00
Delivered on disc via USPS within the United States	\$4.50
Delivered on disc via USPS outside the US	\$9.00

### **Other Terms of Use**

Oneida Community Mansion House (OCMH) reserves all rights to photographs, to all digital, and to all other reproductions of photographs, including the right to grant others permission to reproduce the images. Exclusive use permission is not granted in any instance.

Permission for publication is granted only for the purpose described in the use contract.

Grantees will provide Oneida Community Mansion House with one copy of the work containing the reproductions.

All graphic material reproduced from OCMH collections will be credited to the OCMH, with the credit line "Courtesy of the Oneida Community Mansion House" appended with the catalogue or accession number.

Images may be cropped up to 10% for publication but no other alternations are permitted.

### **Directions for Ordering**

Using the Application Form, itemize the individual images using catalogue / accession numbers AND a written description of the image. (If the photograph resides in Special Collections at Syracuse University or Hamilton College, include that catalogue info).

Clearly state the intended use of the image: e.g. name and type of publication, format, print run, specific permissions sought, etc.

Please send application to: Curator of Collections, Abigail Lawton

**Email:** alawton@oneidacommunity.org  
**Fax:** +1 315 361 4580  
**Mail:** Oneida Community Mansion House,  
170 Kenwood Avenue  
Oneida NY 13421

Include payment via credit card information or a check made out to "OCMH". Payment is required to advance your request. Written confirmation of permission to publish will be returned with the materials of your order.

### **USE OF THE PHOTOGRAPHIC RESEARCH ROOM**

Much of the OCMH's photographic collection is available for on-site research by qualified individuals, including students, scholars, and OCMH members.

Interested parties should contact the Registrar to discuss their interests and to schedule an appointment. ALL COLLECTIONS RESEARCH IS BY APPOINTMENT ONLY. For consideration, please complete the attached Research Request and email it to [cbastian@oneidacommunity.org](mailto:cbastian@oneidacommunity.org).

A donation to support collections care - separate from the permission fees explained above - is welcome from non-members.

Flash-less photography is permitted for private and educational uses.

Digital imaging by OCMH will be performed according to the above fee schedule.