

---

## **Image Reproduction Guidelines**

The State Historical Society of Iowa charges a use fee based on its ownership of the physical materials in its collections; this fee represents no claim to copyright any of the materials in question, although the society may hold copyright to some of those materials. Payment of the use fee does not constitute, and should not be viewed as, permission by a copyright holder to reproduce works that are copyrighted. Users must determine if their intended use of the image(s) invades copyright, rights to privacy or other rights.

### **Conditions for Image Reproduction**

1. Written permission must be obtained from the Special Collections unit of the State Historical Society of Iowa (SHSI) to reproduce or publish images from SHSI's collections. SHSI reserves the right to charge a fee for reproduction privileges, purchase, and delivery of images in its collections.
2. The right to reproduce materials held in the SHSI is granted on a one-time basis only, and only for the purpose as listed on this permission form. Any further reproduction of this material is prohibited without the express written permission of the SHSI.
3. The SHSI does not claim to control the rights of reproduction for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for infringement of copyright, and agrees to hold harmless the SHSI, its officers, and employees from any action involving infringement of the rights of any person or heirs or descendants in common law or under statutory copyright.
4. In giving permission to publish a manuscript, photograph, or other item from the collections, the SHSI does not surrender its own right thereafter to publish the manuscript, photograph, or item, or to grant permission to others to publish it.
5. Credit must be given to SHSI, and the creator of the item (e.g. the author or photographer) if known. For further information, see the handout "Citing Materials from Archival Collections."
6. Images may not be digitally enhanced or digitally changed in any way without the written permission of SHSI staff.
7. Images authorized for reproduction under this license agreement may be used for production only. After completion of production, only images necessary for reprinting the project may be retained.
8. If permission is granted for the publishing party to photograph, film, or videotape any materials in SHSI collections, it is for one-time use only, and project materials will not be re-used after the completion of the project.

9. Additional conditions apply to electronic reproduction of SHSI materials (including, but not limited to World Wide Web and digital products). Image resolutions for electronic applications should be no greater than 150 ppi. Rights for electronic reproduction of SHSI materials are assigned for a maximum time period of 5 years from the date of this agreement.
10. SHSI is to receive one complimentary copy of the hard copy or digital product containing the materials listed on the permission form. If published online, the URL of the website should be provided to SHSI.

### **Copyright Notice for Collections**

Under the fair use clause of the 1976 Copyright Act, you may use the historic digital images and collection descriptions found on the Iowa Department of Cultural Affairs website for non-commercial, personal or research purposes only. Any other use, including but not limited to commercial or scholarly reproductions, redistribution, publication or transmission, whether by electronic means or otherwise, without prior written permission of the Department of Cultural Affairs is strictly prohibited.

If you wish to publish or reproduce the materials in any physical or digital form, or use them for any commercial purpose, you must obtain prior written permission from the Iowa Department of Cultural Affairs. Please contact a State Historical Society of Iowa Research Center for further information or questions.

### **Disclaimer**

In all cases, the State Historical Society of Iowa reserves the right to deny a request depending on condition of materials, staff availability, and in accordance with Iowa law or U.S. copyright restrictions.

State Government Records are exempted from all special use fees per Iowa Code 22