

**PERMISSION TO USE FORM**

 I agree to use the following credit line when I use the materials described below:

  *Identification of specific item:*

 I agree to send any publication(s) resulting from the use of the materials to The Athenaeum of

 Philadelphia at 219 S. 6th Street, Philadelphia, PA 19106.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|   |  |  |  |
| The Athenaeumof Philadelphia219 S. 6th StreetPhiladelphia, PA 19106 Tel: (215) 925-2688Email:kwilson@philaathenaeum.org     |   *Please print or type the following information:*   ***Name:*** ***Company:*** ***Address:*** ***Telephone:***  ***Email:***  |  |  |
|  The Athenaeum of Philadelphia 219 S. 6th Street Philadelphia, PA 19106  Tel:  (215) 925-2688 Email: kwilson@philaathenaeum.org |    ***Description of Material:******Intended Use:*** |  |  |  |

*The Athenaeum of Philadelphia hereby authorizes you to use the material(s) identified above for which The Athenaeum has ownership rights. In giving permission, The Athenaeum retains its right to publish this material and grant permission to others to do so.* ***Permission is granted for one time use only.*** *The user assumes all responsibility for clearing reproduction rights and for any infringement of United States copyright law.*

*On Behalf of The Athenaeum: Title:*

*Date:*

**The Athenaeum of Philadelphia**

 **DOCUMENT & IMAGE USE & REPRODUCTION POLICY**

*NOTICE CONCERNING COPYRIGHT RESTRICTIONS*

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.*

* The Athenaeum reserves the right to refuse any reproduction request if fulfillment of the request violates copyright law.

* The use of photocopies, scans, and digital photographs is allowed for personal reference and research only. Any one-time, non-exclusive use of documents or images for publication, exhibition, or other purposes requires written permission from the Curator. Use fees apply for commercial publications. Materials used for exhibition or publication must be credited to The Athenaeum of Philadelphia.

* The Athenaeum of Philadelphia does not claim to control the copyright for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for any infringement of United States copyright law. The Athenaeum has no readily available information concerning the existence and/or whereabouts of copyright holders.

* Photographic or digital images from The Athenaeum may not be reproduced in any altered form aside from acceptable cropping.

* The Athenaeum reserves the right to refuse reproduction of fragile materials. Furthermore, the Athenaeum has the right to refuse permission for any use deemed inappropriate.
* Digital camera use is permitted for photographic note-taking or study purposes only and may not be published, reproduced, transferred, exhibited, performed, broadcast, posted on the Internet, or used commercially without the express written permission of the Curator.
* All digital photography will be conducted using ambient lighting. No tripods, flash, or copy stands may be used. Materials must be handled properly and with great care. Researchers are responsible for keeping complete and accurate citations for all items photographed. Requests for permission to quote or subsequent orders for high-resolution images cannot be processed without this information.

* The user agrees to defend, indemnify, and save and hold harmless, The Athenaeum of Philadelphia and its employees or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of materials from The Athenaeum and their use in any manner, including their inspection, publication, reproduction, duplication or printing by anyone for any purpose whatsoever.