



Terms and Conditions for Photography Orders

The collections of the Bucks County Historical Society are an important visual resource for the study of local and family history, the history of everyday life in pre-industrial America, and the life and works of Henry Mercer. The usefulness of the collection also extends to numerous commercial and public relations applications. With this in mind, it is the policy of the Bucks County Historical Society (BCHS) to make available photographic images of its buildings and collections, **subject to the following conditions and procedures:**

1. Policies, procedures and fees for photography vary according to the intended use of the photographs. There are three categories of intended use:
 - a. Non-commercial use is defined as any photography performed or used by a non-profit organization; or as part of any not-for-profit scholarly enterprise, especially for educational purposes and/or cultural enhancement; or for personal study or reference.
 - b. Commercial use is defined as any photography performed or used by a for-profit enterprise, or in any profit-making venture, for the purposes of creating, illustrating, advertising, marketing or commemorating a product.
 - c. Public Relations use is defined as any photography performed or used by an individual, organization or business which is deemed to have publicity, advertising or marketing value for the Bucks County Historical Society, its museums and/or library.
2. Individuals ordering photographs must reveal their intended use of the images on the Photography Order Form. Photographs provided are to be used one time only and only for the purpose(s) stated.
3. Individuals ordering photographs are responsible for paying the fees assessed for each category of use as follows:
 - a. Non-commercial use: Fees are charged for duplicating negatives, prints and slides; for new photography of artifacts, interior or exterior scenes performed or contracted by the BCHS. Also, a non-commercial publication fee is charged for one-time use of an image.
 - b. Commercial use: Same fees charged as above for photographs. Also a commercial publication fee is charged for one-time use of an image.
 - c. Public Relations use: No fees charged.
4. Payment is required in advance of filling any photography order.
5. Regardless of whether a publication fee is assessed, permission must be granted in writing by the BCHS prior to publication of any image from the BCHS collections. **The ordering of photographs and the payment of service fees as described on this form DOES NOT convey permission to publish. Separate application must be made for publication rights.**
6. Where images are to be published, the Bucks County Historical Society must be acknowledged as the source. The credit line must read either "Collection of the Mercer Museum of the Bucks County Historical Society," "Collection of the Spruance Library of the Bucks County Historical Society," or "Collection of the Fonthill Museum of the Bucks County Historical Society."
7. Where images are ordered for non-publication purposes and then later are to be used in a commercial or non-commercial publication, it is the responsibility of the user at that time to obtain written permission from the BCHS and to pay any fees required.
8. Two copies of any publication using images from the Bucks County Historical Society collections are to be donated to the Spruance Library.
9. Where new photography must be performed in order to fill a photo request, the BCHS reserves the right to limit or restrict any such photography which may result in damage to the artifact or material.
10. Failure to meet these conditions will result in forfeiture of the right to use BCHS photos for publication purposes unless the conditions are formally waived or altered, in writing, by the BCHS.