



## Terms and Conditions for Print Publication

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 visually also extends to numerous commercial and public relations applications. With this in mind, it shall be the policy of the Bucks County Historical Society (BCHS) to make available and accessible photographic images of its buildings and collections, and to permit their publication, **subject to the following conditions and procedures:**

1. Expressed written permission is required from the BCHS prior to the publication of any image of objects or materials in the BCHS collections. The Publication Rights Agreement Form and **only** this form, signed by an authorized staff member of the BCHS, shall constitute such permission. **The ordering or taking of photographs and the payment of service fees DO NOT of themselves convey permission to publish.**
2. In addition to obtaining written permission, individuals requesting permission to publish an image in a commercial or non-commercial publication are responsible for paying a publication fee. No fees are charged for the publication of an image in a publication deemed to have publicity value for the BCHS.
3. Non-commercial, Commercial and Public Relations uses of photographic images are defined as follows:
  - a. Non-commercial use is defined as any photography 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 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 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.
4. Individuals requesting the right to publish photographs of objects or materials in the BCHS collections must reveal on the Publication Rights Agreement Form the type, title, and date of the publication in which they want the image(s) to appear, and the intended format of the image(s).
5. The right to publish is extended only for the image(s) listed on the Publication Rights Agreement Form, and only for use in the manner described. In addition, the right to publish is extended for one-time use only. Additional uses require further permission of the BCHS.
6. Payment is required in advance of the publication of any image(s).
7. The Bucks County Historical Society must be acknowledged as the source of any published image. 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."
8. Two copies of any publication using images from the BCHS collections are to be donated to the Spruance Library.
9. Before printing, a proof may be requested. Any errors involving BCHS images must be corrected before printing may proceed.
10. Images may not be altered, cropped, or otherwise edited without the written permission of the Bucks County Historical Society.
11. 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.