



Application for Permission For Reproduction and Usage of Materials

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Date requested:

Date needed:

Image #	Description	Format (print/digital)	Reproduction Fee (see web)	Usage Fee
Attach additional pages if necessary			Total	

All requests are subject to the approval of the Schwenkfelder Library & Heritage Center (SLHC). The SLHC reserves the right to deny any requests. Applicants will submit requests in writing prior to approval with specific details on how the image will be used.

All images remain the property of the Schwenkfelder Library & Heritage Center, and any additional reproduction and/or usage must be approved by the Heritage Center in advance. **Fees may be required; see schwenkfelder.org/services-and-fees.**

If an image is used in a publication, the applicant will submit one copy of the publication gratis to the Heritage Center.

If copyright is held by a third party, the applicant is responsible for securing permission to reproduce or use images from the third party. The Schwenkfelder Library & Heritage Center is not responsible for any copyright infringement resulting from the applicant's negligence.

A courtesy line must be used with all images. This credit shall be used in at least one of the following locations: a) in an exhibit or publication — accompanying the image b) in a publication — in the footnotes c) in a publication or film — in the endnotes or credits. The courtesy line will read: "Courtesy of the Schwenkfelder Library & Heritage Center, Pennsburg, PA."

I agree to the above conditions governing usage of images from the Schwenkfelder Library & Heritage

Applicant

Date

For the Schwenkfelder Library & Heritage

Date