

Pennsylvania State Archives
Use of Reproductions Permission Form

Name _____

Institution or company _____

Address _____

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Requests permission for the one-time use of images/audiovisual materials from the holdings of the Pennsylvania State Archives in accord with the Use of Reproductions Fee Policy as specifically indicated on the Use of Reproductions Fee Schedule. A detailed list containing sufficient information to identify and locate the images must accompany this request and will be used in conjunction with the Use of Reproductions Fee Schedule to determine the use fee for this request. Please note that additional alternative uses, or subsequent reuse requires reapplication.

Credit Lines should include Record or Manuscript Number/Title/Series Title/Institution

Record Group 10, Office of the Governor
Governor Robert P. Casey
Proclamations (series #10.3)
Courtesy of Pennsylvania Historical and Museum Commission
Pennsylvania State Archives

If publishing or production information is available, please complete the following:

Proposed Title _____

Publisher/ Producer: _____

Publisher/Producer's Address: _____

Tentative Publishing/Release Date: _____

For web use, please describe how the image(s)/audiovisual materials will be used: _____

URL _____

I have read and agree to abide by the Use of Reproductions Policy:

Requested by: _____ Date _____

Approved by: _____ Date _____

_____ I/we request the digital image/audiovisual materials for personal use only. I/we understand that the appropriate fee must be paid for any other use of the image.

_____ (sign here)

_____ (date)

**Pennsylvania State Archives
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**Pennsylvania State Archives Use of
Reproductions Fee Schedule
(Not a Copyright Permission Fee)**

The following fees are assessed for use of images and audiovisual materials from the Pennsylvania State Archives holdings. Use fees cover one-time use in the format indicated on this form and are assessed per image or for first 3 minutes of audiovisual material. Additional uses and uses in other formats may result in additional fees. The charges must be paid in full prior to date of publication or broadcast. **Use fees are non-refundable.**

Please indicate the intended use and number of images in each category, and, if audiovisual, indicate the number of minutes.

Under 5,000 circulation/print run:

\$40.00 commercial use _____

\$20.00 nonprofit use* _____

Circulation/print run of 5,000 or over:

\$100.00 commercial use _____

\$50.00 nonprofit use* _____

Broadcast use, commercials, motion pictures, radio/television productions:

\$200.00 commercial use _____

\$100.00 nonprofit use* _____

Website use:

\$40.00 commercial use _____

\$20.00 nonprofit use* _____

*Nonprofit Use: These fees apply only to those organizations and corporations with legal non-profit status.

Other Use _____ (cost is negotiable and determined at the discretion of the State Archives)

Please specify single use

Total Use Fee Due: _____

Image/audiovisual material or Document Numbers/Descriptions (attach additional sheets if needed)
