

Request for Permission to Publish, Display, or Broadcast Archival Materials

For both commercial and not-for-profit publication, Hershey Community Archives requires the completion and submittal of this form prior to the publication of requested visual material. In addition to reproduction costs, the Archives may also charge a separate use fee. Please read the conditions carefully. The completed form may be returned via mail, e-mail, or fax to:

Hershey Community Archives 63 West Chocolate Avenue Hershey, PA 17033

Fax: (717) 534-8940

Email: contact@hersheyarchves.org

Publication Fee Schedule

Publication (e.g. books, brochures, magazines, newspapers, films, video productions, television programs, web sites)	\$100 per image
Cover Art	\$250 per image
Licensing	Negotiated on a case-by-case basis



Conditions

- 1. Credit must be given to the Hershey Community Archives and the creator of the work, if known.
- 2. The format of the credit line is indicated on the permission form. Credit lines must appear with the image or on a credit page indicating the page number and location on the page for each work. Films, videotapes and slide shows may use a credit section at the beginning or end to give credit to the Hershey Community Archives. For web site use, credit should appear either next to or directly below the image.
- 3. The request should include the title, author, publishing date, name of publishing company or organization responsible, and the image identification number for the archival material utilized. Possession of a reproduction does not constitute permission to use it.
- 4. In some cases, the Archives will request that a copy of the publication be donated to the Archives.
- 5. If the copyright is still in effect, the publisher must seek permission from the creator of the work or his/her heirs. Hershey Community Archives will provide the creator's name, if known.
- 6. Many of the materials in the Hershey Community Archives display or include trademarks which are owned by The Hershey Company or Hershey Entertainment and Resorts or their respective trademark management subsidiaries. Permission to use their trademarks (or the trademarks of any other entities) must be obtained by the individual or entity desiring to use such materials from the trademark owner. Permission from the Hershey Community Archives to use material does not constitute permission to use trademarks which are not owned by it or constitute a waiver on behalf of any other entity.
- 7. Publication or reproduction rights are nonexclusive and are granted for one-time-only use. Any further revisions, editions, or reprinting require the completion of a new permission to publish form. Permission is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission of the Hershey Community Archives.
- 8. Visual materials may be cropped to suit design and layout, but they may not be altered or drawn upon so that they look in any way different from the way they appear in the historical collection.
- 9. The Archives reserves the right to refuse to grant permission and/or provide reproduction services to publishers and individuals who have not complied with its policies.
- 10. The Hershey Community Archives reserves the right to decline to reproduce fragile items or for inappropriate use.



HCA use	only
Order no:	

Request for Permission to Publish, Display, or Broadcast Archival Materials Form

Type(s) of publication: Select: Print Electronic Title/description of publication: Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Address: City:
E-mail Address: Phone: (
E-mail Address: Phone: ()
Phone: () Publication Information: Type(s) of publication: Select: Print Electronic Title/description of publication: Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Type(s) of publication: Select: Print Electronic Title/description of publication: Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Select: Print Electronic Title/description of publication: Author/producer: Date of publication:
Title/description of publication: Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Author/producer: Date of publication: Archival Material requested (use page 4 as necessary):
Date of publication: Archival Material requested (use page 4 as necessary):
Archival Material requested (use page 4 as necessary):
Publisher Information (if different from above):
Name:
Address:
City: State: Zip:
E-mail Address:
Phone: ()
\
CREDIT LINE TO READ (Note conditions 1 & 2 above):
Courtesy of Hershey Community Archives, Hershey, PA
By signing or typing my name below I understand and agree to abide by the conditions list above and to pay the publication fee, if applicable. I have been authorized to act on behalf the publisher.
Signature: Date:
HCA Use Only
Publication fee charged. Total fee for this project: \$
Non-profit/educational use. No use fee charged.
Permission is hereby granted to reproduce the above materials provided the Requestor meets the conditions listed above and pays the use fee, if applicable.
Signature: Date:



Archival Material requested (continued):