



HISTORIC NORTHAMPTON

Museum & Education Center

Letter of Permission

Name: _____ Institution: _____

Telephone Number _____

Address: _____

City: _____ State: _____ Zip: _____

I request permission to use the following photographic materials from Historic Northampton:

Accession/negative number	Description	Reproduction fee	Usage fee
---------------------------	-------------	------------------	-----------

The photographic materials will appear in:

Title/Edition/Exhibit/Medium: _____

Author/Editor/Producer: _____

Publisher: _____

estimated date of publication: _____

other intended use: _____

Permission request is for one time use within the body of a publication/exhibition/film.

*Please credit: **Historic Northampton, Northampton, Massachusetts.***

I understand that the size of the finished photographic print may vary from the standard size ordered because the dimensions will be in proportion to the dimensions of the original negative/print. For example, an order for an 11" x 14" print may result in an image size of 9" x 13" and a total size of 13" x 17".

I have read the guidelines listed on back and the fee schedule and agree to abide by them.

Applicant signature _____ date _____

Signed for Historic Northampton _____ date _____

Your request will be processed when countersigned by museum personnel. One copy of the signed form will be returned to you.

46 Bridge Street Northampton Massachusetts 01060-2428

☎ Phone: (413) 584-6011 • Fax: (413) 584-7956 • E-mail: mailbox@historic-northampton.org ☎

World Wide Web: www.historic-northampton.org

Guidelines for Photography & Reproduction Rights

Photographic materials which are in the care of/the property of Historic Northampton shall not be reproduced, resold or otherwise commercially used without written permission of Historic Northampton.

The purchase of a photographic print from Historic Northampton does not carry the right to make a reproduction in any form without written permission from Historic Northampton.

The use of photographic material supplied from Historic Northampton does not show or imply that Historic Northampton endorses commercial products or enterprise, concurs with the opinion expressed in, or confirms the accuracy of, any text used with the photographic materials.

Historic Northampton's photographic materials are intended primarily for research and educational purposes. Historic Northampton reserves the right to prohibit the use of its photographic materials in any request or project.

Historic Northampton will review for quality control photographs and/or slides taken by outside photographers. These photographs and/or slides may not be published without written permission. Historic Northampton requires one copy of the photograph and/or slide for its records.

Photographic materials provided by Historic Northampton may not be altered by cropping or isolating details without the written permission of Historic Northampton.

Fees for reproduction and use will be adhered to in all cases except use in a student thesis or dissertation. Fees may be waived for scholarly periodicals and for institutions borrowing objects from Historic Northampton for exhibition.

As part of the agreement to grant reproduction permission, Historic Northampton requires that one copy of the publication be furnished at no cost to Historic Northampton immediately upon publication.

Photography is not permitted inside the museum houses or exhibits. Occasional exceptions may be made for museum professionals and qualified students with permission of the Director.

Objects not owned by Historic Northampton (i.e. on loan) may not be photographed.

Museum objects will not be moved to accommodate outside photographers except by prior arrangement with the Curator.