

NEW-YORK HISTORICAL SOCIETY  
MUSEUM & LIBRARY

**GUIDELINES: APPLYING FOR PERMISSION TO USE IMAGES**

- Application for publication rights must be made in writing and include sufficient information to identify the images' existence in the New-York Historical Society's collection, including: image or accession number, prior invoice number, collection information, visual reference.
- As a matter of quality control, only images obtained directly from the New-York Historical Society will be authorized for reproduction use.
- The New-York Historical Society reserves the right to refuse any request and to impose such conditions as it may deem advisable in the best interest of the Society.
- A permission agreement will be made upon payment of usage fees detailed in the invoice/estimate. Permission is not granted until the NYHS has countersigned the completed and signed agreement.
- Copyrights and other proprietary rights may subsist in individuals and entities other than the New-York Historical Society, in which case the customer is responsible for securing permission from those parties.
- One-time, non-exclusive permission to reproduce, if granted, is conditioned upon the regulations outlined in the permission agreement, which include, but are not limited to:
  - The objects reproduced cannot be altered without written permission from the New-York Historical Society.
  - Two copies of the publication must be provided to the New-York Historical Society's Department of Rights and Reproductions.
  - The reproductions will be clearly identified by an appropriate caption, and the following credit line: **Collection of the New-York Historical Society.**
  - Permission fees are paid prior to usage of image in project. Fees are non-refundable upon signature of agreement.