

USE AGREEMENT–COLLECTION REPRODUCTION  
ALLEN COUNTY–FORT WAYNE HISTORICAL SOCIETY

302 East Berry Street, Fort Wayne, IN 46802  
Phone: (260) 426-2882 Fax: (260) 424-4429

Reproduction work may not begin until this instrument is signed by the person(s) or organization(s) requesting reproductions, or reproduction rights, from the Allen County–Fort Wayne Historical Society. The Society reserves the right to limit or deny reproductions, due primarily to material preservation concerns. The Allen County–Fort Wayne Historical Society grants permission for a one-time use of reproductions of artifact and/or archive material from its collection to the undersigned, for the purposes stated, under the following conditions:

1. Reproductions of objects, photographs, manuscripts, or other materials will be allowed by the Allen County–Fort Wayne Historical Society only for use in educational programs, research, private study, or in the cases of publication, promotion, or commercial purposes, as stated below.
2. Unless permission is granted by the Historical Society, no materials may be reproduced or used for commercial purposes, or for promoting or making a profit for any person or organization.
3. Permission to publish any materials photographed or copied in any form from the Society's collection must be approved prior to publication by the Director, Curator, or Executive Committee of the Historical Society.
4. Making reproductions of objects, photographs, manuscripts, or other materials by a researcher, using his or her own equipment, will not be allowed until prior permission has been granted by the Executive Director, the Curator, or the Registrar of the Historical Society.
5. Reproductions may not be used or quoted in any form, in part or in full, for commercial purposes or for promoting or making a profit without prior permission of the copyright owner and/or the Allen County–Fort Wayne Historical Society. The person(s) or organization(s) requesting reproductions from the Historical Society Collection is responsible for obtaining all necessary permissions to use copyrighted material.
6. The Allen County–Fort Wayne Historical Society will be given proper acknowledgement for all materials used in any form.
7. All required fees must be paid promptly. Payment may be required before reproduction work begins.

I agree to the above conditions for using materials and/or reproductions from the Allen County–Fort Wayne Historical Society collections.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Purpose of Research/Reproduction. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For the Society \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

(Attach List of Materials Used)