



PO Box 15145  
Chevy Chase, MD 20825  
301-656-6141  
www.chevychasehistory.org

**CCHS APPLICATION FOR PERMISSION TO REPRODUCE PHOTOGRAPHS, IMAGES,  
ARTIFACTS, MEDIA, DOCUMENTS, ARCHIVAL PROPERTY AND COLLECTION RESOURCES  
AND  
USER AGREEMENT**

The Chevy Chase Historical Society has thousands of photographs from a variety of public and private sources. Reproduction of material from this collection is provided as a service to our patrons. CCHS does not have the reproduction rights for some of this material. Therefore, it is your responsibility where appropriate to determine the copyright status and to obtain permission to reproduce.

I understand that permission is granted for this ONE TIME USE ONLY. Photographic materials may not be reused without permission of CCHS.

---

Name of Applicant

---

Organization/Institution/Publication

---

Address

---

Telephone

Email

Intended Use:

Publication

Exhibit/Display

Brochure

Internet Site

Film

Merchandise

TV Broadcast

Other

Title of Work:

Author:

Publisher or Producer:

Size of Edition and/or Circulation:

Expected Date of Publication or Exhibit:

Are you a Non-profit Organization? Yes/No

Or

The intended use of this item is for private purposes only (for example, framed exhibit in home). Explain:

Services Requested (PLEASE SEE OUR FEE SCHEDULE):

Accession #	Description	Quantity	Work Requested	Fee

Additional Requests and Fees: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

User Fees per Image: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

Please make payable via check made to Chevy Chase Historical Society.

General Conditions:

1. In addition to reproduction fees, user fees will apply, unless specified for private use.
2. The purchase or rental of materials does not constitute reproduction rights. Permission must be obtained fees paid. Failure to pay user fees means reproduction rights have not been granted.
3. The user may not allow the use of any permitted materials for any other purpose than those defined herein.
4. **In addition to the user fees paid, the Chevy Chase Historical Society REQUIRES that, at least, ONE COPY of the work be deposited, free of charge, to its archive.**
5. Full and proper credit must be given. Each reproduction should bear the following credit line: **COURTESY OF THE CHEVY CHASE HISTORICAL SOCIETY or FROM THE COLLECTION OF THE CHEVY CHASE HISTORICAL SOCIETY.** The photograph collection, photographer’s name, and/or donor’s name may also be required.
6. Permission to use a photographic reproduction or other items from the CCHS collection is granted for a **ONE-TIME** use only and for the purpose specified in this application. **Subsequent editions, consolidations, or any other use will require a separate application.**
7. Any published reproduction will be used in its entirety, unless identified as a “detail.” Superimposing upon the image, cropping, bleeding, or manipulation of any kind is not acceptable without specific permission.
8. The Chevy Chase Historical Society does not relinquish any right or title to this material by granting permission for use.
9. Permission is granted only to the organization/institution/publication/individual listed on the application and may not be transferred to another organization, institution, publication, or individual without the expressed written permission of the Chevy Chase Historical Society.
10. Items may not be used for promotional, commercial, or any other use which implies sponsorship or endorsement by the Chevy Chase Historical Society without written permission.
11. Mass production of items as unbound material, such as postcards, posters, notepads, etc., may be subject to additional fees through a contractual agreement with the Chevy Chase Historical Society.
12. User fees may be reduced or waived at the discretion of the Chevy Chase Historical Society. Additional conditions and/or restrictions may be imposed by the Chevy Chase Historical Society.
13. The Chevy Chase Historical Society reserves the right to decline permission for any reason in its sole discretion.
14. The completion of this form does not imply clearance of any copyright restrictions other than those vested with the Chevy Chase Historical Society. It is the responsibility of the party using the photographs to ascertain and clear copyright restrictions on materials provided from the Society’s collection. (See Warning of Copyright Restrictions below.)

Additional Conditions/Restrictions:

**WARNING OF COPYRIGHT RESTRICTIONS**

The Copyright Law of the United States (Title 17 United States Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

By signing this statement I acknowledge that I have read and understand the (Please initial below):

- General Conditions
- Additional Conditions/Restrictions
- Warning of Copyright Restrictions

of the Chevy Chase Historical Society Application and User Agreement and that I agree to comply with all terms and conditions.

---

Applicant Signature

Print Name

---

Title

Date

---

FOR CCHS USE ONLY

Approved By:

Date:

Payment Received:

Order Completed On: