

**Pennsylvania State Archives  
Use of Reproductions Permission Form**

Name \_\_\_\_\_

Institution or company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Requests permission for the one-time use of images from the holdings of the Pennsylvania State Archives in accord with the Use of Reproductions Fee Policy as specifically indicated on the Use of Reproductions Fee Schedule. A detailed list containing sufficient information to identify and locate the images must accompany this request and will be used in conjunction with the Use of Reproductions Fee Schedule to determine the use fee for this request. Please note that additional alternative uses or subsequent reuse requires reapplication.

**Credit Lines should include: Record or Manuscript Number/Title/Series Title/Institution:**

Record Group 10, Office of the Governor  
Governor Robert P. Casey  
Proclamations (series #10.3)  
Courtesy of Pennsylvania Historical and Museum Commission  
Pennsylvania State Archives

If publishing or production information is available, please complete the following:

Proposed Title \_\_\_\_\_

Publisher/ Producer: \_\_\_\_\_

Publisher/Producer's Address: \_\_\_\_\_

Tentative Publishing/Release Date: \_\_\_\_\_

For web use, please describe how the image(s) will be used: \_\_\_\_\_

\_\_\_\_\_

URL \_\_\_\_\_

I have read and agree to abide by the Use of Reproductions Policy:

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I/we request the digital image for personal use only. I/we understand that the appropriate fee must be paid for any other use of the image.

\_\_\_\_\_ (sign here)

\_\_\_\_\_ (date)

\_\_\_\_\_ Copyright to the image(s) identified in this request is held by the PHMC and permission to use the image(s) is granted by the PHMC. \_\_\_\_\_

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**Pennsylvania State Archives  
Use of Reproductions Fee Schedule  
(Not a Copyright Permission Fee)**

The following fees are assessed for use of images and audiovisual materials from the Pennsylvania State Archives holdings. Use fees cover one-time use in the format indicated on this form, and are assessed per image or for first 3 minutes of audiovisual material. Additional uses and uses in other formats may result in additional fees. The charges must be paid in full prior to date of publication or broadcast. **Use fees are non-refundable.**

Please indicate the intended use and number of images in each category, and, if audiovisual, indicate the number of minutes.

**Under 5,000 Circulation/print run:**

\$40.00 commercial use \_\_\_\_\_

\$20.00 nonprofit use\* \_\_\_\_\_

**Circulation/print run of 5,000 or over:**

\$100.00 commercial use \_\_\_\_\_

\$50.00 nonprofit use\* \_\_\_\_\_

**Broadcast use, commercials, motion pictures, radio/television productions:**

\$200.00 commercial use \_\_\_\_\_

\$100.00 nonprofit use\* \_\_\_\_\_

**Other Use** \_\_\_\_\_ (cost is negotiable and determined at the discretion of the State Archives)

Please specify use

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**Total Use Fee Due:** \_\_\_\_\_

\*Nonprofit Use: These fees apply only to those organizations and corporations with legal non-profit status.

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**Pennsylvania State Archives  
List of Images to be Used**

Image or Document Numbers/Descriptions (attach additional sheets if needed)

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**Instructions:**

Please consult with Archives staff to determine the appropriate image and document numbers or descriptions to use.

A separate Use of Reproductions Permission Form must be completed for each distinct product (i.e. use of images in a book and in a video, or on a website and in an exhibit).

Complete a separate image list for each different type of use or series of images (i.e. use of one image on the cover of a book and other images inside a book should be listed on separate sheets); however, all uses for one product may be included on the same Use of Reproductions Permission Form.