

MUSEUM OF OSTEOPATHIC MEDICINE_(SM)/
INTERNATIONAL CENTER FOR OSTEOPATHIC HISTORY
A.T. Still University
800 West Jefferson, Kirksville, MO 63501
Tel. (660) 626-2359

POLICIES FOR REPRODUCTION AND USE OF PHOTOGRAPHS*

Copies of most photographs in the Museum of Osteopathic Medicine_(SM) or International Center for Osteopathic History are available for a fee based on the size of the photograph and its intended use. Purchase of photographs constitutes agreement to comply with the following conditions:

1. Reproduction of photographs, including downloading from Museum web sites, requires the written permission of the Museum of Osteopathic Medicine_(SM)
2. Permission to use reproduced photos will ordinarily be granted only for research, education, publication, and similar purposes. The reproduced image may not vary significantly from the appearance of the original (for example, cropping or use of a detail only, touching up, "colorizing") without special permission. Such alterations should be noted in the photo caption.
3. Permission is granted for one-time use only. Subsequent use requires written permission and the payment of additional fees.
4. Photographic material may not be exhibited (other than personal use), reproduced, sold, or placed in another institution without the written permission of the Museum of Osteopathic Medicine_(SM).
5. **Credit lines must appear with the image (in 8 pt Ariel format or larger) or on a credit page indicating the page number, museum catalog number and location on the page for each work. Films, videotapes and slide shows may use a credit section at the beginning or end to give credit to the "Museum of Osteopathic Medicine_(SM), Kirksville, MO". For web sites usage, credit should appear either next to or directly below the image. Each item should be credited separately, including identification or catalog number if available.**
(Example: Museum of Osteopathic Medicine_(SM) [cat#])
6. The Museum reserves the right to refuse or restrict a copy order if in the judgment of the Museum staff copying would risk injury to the original photograph or involve violation of copyright law.
7. The Museum of Osteopathic Medicine_(SM) does not claim to control the rights of reproduction for pictorial materials in its collections. The user assumes all responsibility for clearing reproduction rights and for any infringement of copyright laws.
8. **Complimentary copies (3) must be provided of any published work using Museum materials. Web sites must supply us with their web address.**
9. All negatives will be retained by the Museum.
10. Web sites must be secure, so that images on their sites cannot be downloaded. Images for these sites will be from the standard collection. No one of a kind photo will be used for open publication.
11. **A letter of permission to publish will be sent to you. You must sign and return this paper and all usage fees must be paid before you will be given permission to publish.**

Rush orders of ten prints or less to be completed within seven working days will be charged \$5.00 per print. Orders for eleven prints or more will be guaranteed in ten working days with prior approval from the Multi Media Department and the fee will be \$10.00 per print. Rush fees are in addition to print and scanning costs.

*Unless otherwise specified, the term "photographs" is understood to include pictorial materials, documents, and other items for which photographic reproductions may be requested.