

## PERMISSION TO PUBLISH

LENOX LIBRARY ASSOCIATION  
18 MAIN STREET  
LENOX, MA 01240  
TEL: 413.637.2630  
FAX: 413.637.2115

COMPANY NAME:  
REQUESTERS NAME:  
COMPANY ADDRESS:

TELEPHONE:  
FAX:  
E-MAIL:

### TYPE OF USE:

FORMAT:  
PUBLISHER:  
TITLE:  
AUTHOR:

ITEMS USED:

FEE:

### CREDIT LINE MUST READ:

COURTESY OF THE LENOX LIBRARY ASSOCIATION,

### PERMISSION TO PUBLISH CONDITIONS:

1. The "Permission to Publish" form must be completed listing items used and for what purpose, the requester's signature indicating agreement with the use conditions and fees assessed, and the authorization of the Executive Director.
2. Credit must be given to the Lenox Library Association as specified.

3. Permission to publish is granted for non-exclusive, one time use only. The Lenox Library Association retains all intellectual property rights to the item(s) and it (they) are to be used only for the purpose stated on this form. The term "to publish" includes but is not limited to print, film, video, television, computer or other electronic transmission. Use in future editions or projects will require re-application and may entail payment of additional fees.
  4. The Lenox Library Association reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable items; to ensure the use of material from its files is reproduced in good taste; to make special fee quotations on items unusually difficult to copy; and to deny a request because of copyright regulations, privacy rights, or donor-imposed restrictions.
  5. All responsibility for question of copyright liability and release violations that may arise in the use made of reproduced material is assumed by the requester.
  6. In some cases a courtesy copy of the publication will be requested for the Library.
- 

I AGREE TO THE CONDITIONS SPECIFIED ABOVE AND AGREE TO PAY THE USE FEE OF \$100.00 (ONE-HUNDRED AMERICAN DOLLARS) PER IMAGE IN ADDITION TO CHARGES FOR PHOTOGRAPHIC REPRODUCTION, HANDLING AND SHIPPING.

---

DATE

PERMISSION IS GRANTED TO PUBLISH THE ABOVE LISTED ITEM(S) OWNED BY THE LENOX LIBRARY ASSOCIATION.

---

AMY L LAFAVE  
LIBRARY DIRECTOR

---

DATE