CINCINNATI MUSEUM CENTER
ARCHIVES AND MANUSCRIPTS DEPARTMENT

PUBLICATION AND DISPLAY POLICY

- Cincinnati Museum Center (CMC) requires any person or organization that wishes to publish or display a quotation, transcription, or a photographic or digital reproduction of a manuscript or archival document to apply for permission.

- The Application for Permission to Publish or Display begins at the bottom of this page and continues on page two. Please mail the completed application to: Archives Manager, Cincinnati Museum Center, 1301 Western Ave., Cincinnati, Ohio 45203.

- Please include a copy of the quotation, transcription or reproduction as it will appear in your publication or display. CMC reserves the right to review these items for accuracy.

- CMC must be credited for the use of documents in our collections. CMC will provide the appropriate language to be used in the credit line or citation

- Permission to publish or display, if granted, is for a one-time, non-exclusive right to publish a single edition in a single format or to display a reproduction for a limited time in a specified location. Such permission is non-transferable. Authorization by CMC is not a copyright agreement and does not remove the patron’s responsibility to guard against the infringement of rights held by others.

- Images and/or copies of documents made for publication or display, either print or electronic, must not be duplicated, reproduced for resale, loaned to or deposited with another individual or repository without permission. In addition, they must not be altered in any way.

- One complimentary copy of the publication must be given to CMC.

- In certain cases, a use fee may also be required. When a fee is involved, a Reproduction and Use Agreement will be signed by CMC and the person or organization requesting permission.

- Permission for use of manuscript documents in other formats such as electronic media, advertising, souvenirs, television, radio, etc. must be additionally negotiated with CMC.

- Questions? Please contact Christine Engels, at 513-287-7066 or cengels@cincymuseum.org.

APPLICATION FOR PERMISSION TO PUBLISH OR DISPLAY

<table>
<thead>
<tr>
<th>Client Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City/State/Zip Code</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Collections Information (If necessary, continue on a separate sheet of paper)

<table>
<thead>
<tr>
<th>Item(s) to be published</th>
<th>Collection title</th>
<th>Call number, box, folder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Intended use (check all that apply):  
[ ] book  [ ] magazine/journal  [ ] newspaper  
[ ] exhibit/display  [ ] other (explain): ____________________________________________

Information about Printed Publications and CD-Rom

Title:  
Author:  
Magazine/Journal title:  
Publisher:  
Publication date:  
Number of hardback copies:  
Retail cost:  
Number of paperback copies:  
Retail cost:  
Distribution:  
[ ] local  [ ] regional (OH, IN, KY)  [ ] national  [ ] international

Information about Internet Publications

Title of web page/e-journal:  
Webmaster:  
Web address:  
Beginning date on Internet:  
End date on Internet:  
Estimated number of users during this time frame:  
Cost to users:  

Information about Exhibition/Display

Institution:  
Location:  
Dates:  

I certify that the information on this application is correct and that I have read the Archives and Manuscripts Department Publication and Display Policy on page one of this application. I understand I will receive a letter and/or contract stating if this application has been approved.

Signature: ___________________________  Date: __________________

Printed Name: ___________________________  

Page 2  Rev. 3/30/2011