

PERMISSION TO PUBLISH POLICY

Shaker Village of Pleasant Hill Collections and Archives

1. It is the responsibility of the researcher to determine the copyright status of collection material at Shaker Village of Pleasant Hill. We will share information about copyright holders, but for further assistance, researchers should refer to the U.S. Copyright Office to help determine copyright matters.
2. Permission does not need to be obtained from Shaker Village of Pleasant Hill to use materials which are in the public domain. For guidance to better understand what is categorized as being within the public domain, researchers should refer to Cornell University's "Copyright Term and the Public Domain in the United States" as a resource.
3. Researchers should be aware that a "fair use" exception is contained in the federal copyright law, which allows limited use of materials for non-commercial purposes, such as teaching, scholarship, research, criticism, commentary and news reporting. Researchers are responsible for determining if their use falls under the "fair use" guidelines.
4. Researchers are responsible for contacting copyright holders to obtain permission for use.
5. In cases where Shaker Village of Pleasant Hill does not hold the copyright for the material in its collections, it cannot grant or deny permission to use them. In cases where Shaker Village of Pleasant Hill does hold the copyright, researchers will need to fill out a Duplication Services Request Form, as well as an Application for Permission to Publish.
6. Whether or not Shaker Village of Pleasant Hill holds the copyright to material a researcher wishes to publish, we may charge a duplication fee for copies or scans.
7. Researchers should further note that, apart from copyright, individuals possess privacy and publicity rights that are subject to state laws. In some cases therefore, researchers will need to secure the consent not only of copyright holders of materials, but also of third parties who may be represented in them. It is the responsibility of the researcher to address the issues of privacy and publicity in their use of materials.
8. Shaker Village of Pleasant Hill reserves the right to limit or deny permission to publish items in cases where physical or contractual condition restrictions apply.
9. Regardless of whether Shaker Village of Pleasant Hill holds copyright, researchers should cite it as the owner of materials by listing the collection and the site, as in the following example: Pleasant Hill Corporate Papers, Research Library, Shaker Village of Pleasant Hill.

Adapted from the policy of the Archives & Special Collections Library, Vassar College

