



Monroe County Historical Association Image Use Policy and Fees

The Monroe County Historical Association (MCHA) is committed to preserving and providing access to its historical images for a variety of purposes, including educational, research, personal, and professional use. To ensure the integrity and proper usage of our collections, the guidelines outlined in this policy apply. By requesting use of images, photographs, or other visual materials from MCHA's collections, users agree to abide by the terms outlined below.

Permission and Usage:

All requests for the use of images must be submitted in writing using our Image Request Form. Permission is granted for a one-time, specific use only, and images must not be reproduced, shared, displayed, published, or distributed beyond the agreed-upon use without prior written consent from MCHA.

Permission to use images is granted solely to the individual, company, or institution who submits the request and may not be transferred, assigned, sold or otherwise shared. Physical prints or digital copies of images from MCHA may not be retained or archived in any other repository.

Permission is granted by MCHA as the owner of the physical or digital copy of the image but does not guarantee that the image is free of copyright restrictions. Those requesting use of an image assume all responsibility for identifying and satisfying any copyright claims. MCHA assumes no liability for copyright infringement or other rights violations that may occur.

Attribution:

Proper attribution is required for use of all images. This practice enhances the visibility and credibility of both the user's work and the collection itself. All uses must include a clear and prominent credit line adjacent to the image. The preferred attribution is "Monroe County Historical Association, Stroudsburg, PA."

Restrictions:

Certain images may be restricted due to copyright, donor agreements, or preservation concerns. MCHA reserves the right to deny requests for any reason, including requests that do not align with MCHA policies or mission.

Prohibited Uses:

Images may not be significantly altered or digitally manipulated in any way that would misrepresent the original content or context. This ensures that the integrity and authenticity of

historical materials are maintained. Minor adjustments for standard color correction or sizing for publication are permitted.

Images may not be used for any unlawful purposes or in a manner that could harm the reputation of MCHA or the historical figures and events depicted.

Fees and Payment:

Fees collected are allocated to support the operations of the Monroe County Historical Association, which includes the preservation and continued accessibility of its library and museum collections. Image use fees must be paid in advance and are non-refundable.

The following fee schedule applies:

Usage Type	Fee per Image
Commercial or Government Entity	\$50
Non-Profit or Educational Entity	\$35
Individual/Personal Use (e.g. private home display, personal website/social media)	\$25
Personal Research Only (may not be reproduced, shared, displayed, published, or distributed)	\$0

Note that research fees in addition to image use fees will apply if MCHA staff is requested to search for images on a user’s behalf. See the Research Request Policy for further details.

Credit card payments may be submitted securely through our website when completing the online Image Request Form. We also accept payment by check, mailed to Monroe County Historical Association, 900 Main Street, Stroudsburg, PA 18360.

Fulfillment:

Upon receipt of a completed Image Use Form and payment of all fees, MCHA staff will process the request. High resolution digital scans of images requested will be created and delivered via email or an electronic file transfer platform. MCHA staff will produce the best quality scan possible using in-house office equipment, but quality is dependent upon the size and condition of the original image. Processing time may vary based on the nature of the request, but requests will generally be fulfilled within 14 business days.