These are the general conditions governing use of material from the collections of The Historic New Orleans Collection (THNOC).

1. Use of images, sound recordings or moving images, or other materials is not allowed until the patron’s “Request to Use” has been approved, all fees have been paid in full, and a written agreement is signed by both HNOC and the patron (the “Agreement”). Additional conditions and restrictions on use may be included in the Agreement.

2. THNOC licenses materials from its collection for use only on a non-exclusive basis and only for the approved purpose(s) identified in the Request to Use form. Under no circumstances may materials be used in any manner, or by any party, not identified in the Request to Use or in any manner inconsistent with the Agreement.

3. THNOC requires that all uses of materials from its collection be accompanied by a credit line. The specific requirements for the form and placement of the credit will be set forth in the Agreement.

4. Collection materials must be reproduced without any alteration, unless otherwise authorized in the Agreement. Images and footage may not be altered, bleed off the page, be printed on colored stock, be colorized, or include superimposed images or text. Images used on the internet must be at no greater than 72dpi and 500 pixels on the long side of the image.

5. THNOC does not warrant that duplications from its collections are fit for the patron’s intended use. Each patron is responsible for clearing copyrights and all other intellectual property rights, including, but not limited to rights of publicity and privacy, libel, and literary property rights.

6. Permission to reproduce collection materials may be denied at the discretion of THNOC.

7. THNOC may require proofs for approval prior to use.

8. THNOC must be provided with one complimentary copy of the finished work.

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