

Silver City Museum Photo Use Policy

General Information and Agreement

Please read this document carefully

Copyright: *The Silver City Museum* retains copyright to all images whose copyright it owns. **This agreement is a license to use imagery**, not to copy photos, and is subject to specific terms of this agreement. In authorizing specific use, including publication, the Museum does not surrender any copyrights, including its right to publish and its right to grant permission to others to publish.

Materials Provided: The Museum provides only photographic reproductions for your licensed use. **We do not permit original photographs or negatives to leave the Museum; thus you may not borrow photographs or negatives to do your own copying, scanning, or other handling. We do not permit others to photograph (digitally or otherwise) or photocopy our archival images, whether at the Museum or otherwise.** The photographs we provide may not be copied for any purpose beyond the one-time use explicit in this agreement. In providing a photograph for one-time use, we do not grant any rights; thus the right to make even one single additional copy is **NOT** granted except as expressly specified.

The *Silver City Museum* endeavors to bring the best quality photo service to the public. We provide prints using archival-quality papers and inks. Our photo order service is a courtesy provided by the Museum and we cannot provide the same type of services as a professional photo lab, such as photo orders on demand. We do provide a rush service; please see section on delivery time.

NOTE: Please place photo orders well in advance of publishing deadlines. *e cannot be responsible for a missed deadline if we have not received your order in a timely manner.*

One complimentary copy of any publication or other commercial product using images provided through this agreement shall be furnished to the *Silver City Museum*. All expenses for shipping and handling are to be borne by the applicant.

Refusal of orders: *The Silver City Museum* reserves the right to refuse an order to anyone, including private parties, non-profit organizations, or commercial users, if in the judgment of the museum it suspects a violation of this agreement, or of copyright laws, or that an order may not be in the best interest of the museum.

Delivery time: Allow at least 4 weeks for processing and delivery. **Rush service** (add 100% of reproduction cost) may be provided within 5-10 days. We cannot guarantee, nor do we offer, turnaround time of less than 5-10 days. **We do not e-mail images.**

Pre-payment is required for all orders: Payment can be either by check, cash or credit card. Make checks payable to: *Silver City Museum Society*.

Credits: Credit must be given each time an image is published, broadcast, or otherwise displayed. Credit should be given as follows: *Photo courtesy of the Silver City Museum*. If credit is given separate from the image (as in a telecast or book appendix), image must be identified by page number or image title, as appropriate.

Alteration/cropping: No image obtained from the *Silver City Museum* shall be altered in any way except for proportional cropping for publication without written permission in advance from the *Silver City Museum*.

Electronic Reproduction: Black-and-white and color images displayed either via the Web or in a CD-ROM or DVD publication should be presented at 72 DPI to help deter downloading. Any electronic display of the image in any format must contain notice (as to either the work in which the licensed image is included, or as to the licensed image itself) that the image may not be reproduced without our consent. You may not grant consent to others for reproduction of the image. **See fee schedule (Item C) for electronic use fees, which are charged in addition to reproduction fees.**

Research time: If you cannot come to the Museum to do your own research or you do not have the image number, we can research the image for you. An hourly fee will apply. (see fee schedule). Requests should be as specific as possible in terms of subject matter.

The *Silver City Museum* gives no exclusive right to any publisher, author, or photographer, and assumes no responsibility for duplication of subjects by others and no responsibility for claims by third parties.

Terms of Use

Use fees depend on type of use (see fee schedule on page 5). All fees, or permission without fees, are for **ONE-TIME USE** only. All fees described here are use fees only, and are in addition to reproduction fees.

Personal Display: use by an individual for framing or other personal display or reference. No additional copies may be made, and the photo provided may not subsequently be used in a publication or electronic reproduction of any kind without additional written permission of the *Silver City Museum*. A credit line is not required for home display, but the Museum should be credited if the display is accessible to the public, including a school, club, church, store or any other public setting. No fee is required for such use, other than reproduction costs.

Research (non-publication): use of the photo for the information it contains, or for display as a single image within a presentation. Images may be displayed in slide shows and the like as part of professional, scholarly presentations related to non-commercial research, such as reports presented by historians at professional meetings. This use does not include promotional or commercial presentations of any kind, nor any kind of print. Credit lines (and, if applicable, copyright statements) are required. No fee is required for such use, other than reproduction costs.

Commercial Display: use by a business or other commercial entity for framing or other display purposes. Additional copies may not be made, and the image provided may not subsequently be used in a publication of any kind, nor copied, enlarged, or modified for use in another display. Credit lines (and, if applicable, copyright statements) are required. **A use fee is required (see item H in the attached fee schedule), in addition to reproduction cost.**

Non-profit publication: publication or any type of display by an approved non-profit organization. The intended use must be clearly specified and approved by the Museum, and proof of non-profit status must be furnished. Credit lines (and, if applicable, copyright statements) are required. No use fee is required for such use, other than reproduction costs.

Commercial Publication: use by anyone (private party, business) other than an approved non-profit organization for any use other than research or display, as defined above. Credit lines (and, if applicable, copyright statements) are required. **A use fee is required in addition to reproduction costs, with fee amount dependent on the final use and press run (see attached fee schedule).** Fees are for ONE-TIME USE ONLY, and apply to images provided as prints as well as digital images.

Photo Order Form

Please list photos for reproduction below:

Image # and brief description	# of copies	Print Size	Total Price

Please indicate the type of photo required

Glossy Finish	Matte Finish	Other
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Photograph Reproduction Pricing *

Pricing effective: 04/06/2010

PRINT SIZE	BLACK AND WHITE PRINTS	COLOR PRINTS (if available)
4 x 6	\$ 8.00 each	\$10.00 each
5 x 7	\$10.00 each	\$12.00
8 x 10	\$12.00 each	\$14.00
11 x 14	\$16.00 each	\$18.00
11 x 17	\$20.00 each	\$22.00
Above 11 x 17	Price upon request	

***Those holding a Silver City Museum Society membership will receive a 10% discount on prints, this does not include scanning or commercial fees.**

Please note: sometimes due to the size of the original print we cannot reproduce to the size requested. We will make every effort to achieve the requested print size.

Scanned photos to CD-ROM or DVD**

\$6.00 per image	Plus \$ 6.00 per CD disk
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***All images will be scanned at 300 DPI. Higher resolutions can be accommodated upon request; additional costs may apply.**

****Only CDs and DVDs supplied by the Museum may be used to ensure the highest quality to our customers.**

Research fees

First hour	\$15 per hour
Second and subsequent hours	\$30 per hour

Use fees

Dependent upon use--see schedule on following page.

USE FEES (PER IMAGE)

Note: For quote on larger publication runs please contact the Photo Archivist.

A. Books, Guides, Brochures

0-5000 copies	\$15.00	25,001-30,000 copies	\$115.00
5001-10,000 copies	\$35.00	30,001-40,000 copies	\$135.00
10,001-15,000 copies	\$55.00	40,001-50,000 copies	\$155.00
15,001-20,000 copies	\$75.00	50,001-60,000 copies	\$175.00
20,001-25,000 copies	\$95.00	60,001-70,000 copies	\$195.00

B. Serials including Magazines, Newspapers and Newsletters

0-10,000 copies	\$15.00	10,001-40,000 copies	\$60.00
10,001-20,000 copies	\$30.00	40,001-50,000 copies	\$75.00
20,001-30,000 copies	\$45.00	50,001-60,000 copies	\$90.00

C. Website Reproduction

For-profit entities	\$300.00
Non-profit entities and individuals	\$150.00

E. Book Jackets and Magazine Covers

0-10,000 copies	\$100.00	10,000-40,000 copies	\$225.00
10,001-20,000 copies	\$150.00	40,001-50,000 copies	\$250.00
20,001-30,000 copies	\$200.00	50,001-60,000 copies	\$275.00

E. Motion Picture and Television

Non-Commercial Broadcast (PBS)	\$90.00
Commercial Broadcast	\$180.00
Motion Picture	\$180.00

F. Videotapes, DVDs, and CDs

0- 1000 copies	\$35.00	3001-4000 copies	\$90.00
1001-2000 copies	\$55.00	4001-5000 copies	\$105.00
2001-3000 copies	\$75.00	5001-8000 copies	\$120.00

G. Postcards, Posters, T-Shirts, Calendars, other non-paper products

0-500 copies	\$20.00	2501-3000 copies	\$120.00
501-1000 copies	\$40.00	3001-3500 copies	\$140.00
1001-1500 copies	\$60.00	3501-4,000 copies	\$160.00
1501-2000 copies	\$80.00	4001-4500 copies	\$180.00
2001-2500 copies	\$100.00	4501-5000 copies	\$190.00

H. Advertising or Display in commercial offices, stores, restaurants or events

Display in commercial offices, stores, restaurants or events	\$30.00
Advertising & Press Kits	\$180.00

Image Use (Please circle one)

Personal Interest/Research	Publication	Broadcast
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Please Print Clearly

Name:(Mr. Mrs. Ms. Dr.)_____

Mailing Address:_____

City:_____

State and Zip Code:_____

Phone Number:_____

E-Mail:_____

Date Ordered:_____

Date Due:_____

Price:_____

Membership discount %10_____

Rush Fee:_____

Use Fee:_____

Research Fee:_____

Electronic Reproduction Fee:_____

Pick-up Mail

Shipping and Handling Fee: \$5.95

Total Due:_____

Payment Method

Cash

Check

Visa Master Card Discover

Name of card holder:_____

Card #_____

Expiration date:_____

I have read the photographic reproduction policy and understand and agree to the restriction regarding display, publication and reproduction of these images:

Image User:_____Date_____

Museum Representative:_____Date_____

