

## **Photographic & Digital Reproduction Policy and Fees** **Greene County Historical Society (GCHS)**

*Payment: Cash payments are desirable. All checks payable to “The Greene County Historical Society”*

**Use of patrons of hand-held scanners or cameras to capture textual information or visual images is categorically prohibited.**

### **Photocopying Services:**

- A staff member determines the suitability and appropriateness of photocopying of a book, document or photograph and performs all photocopying. The staff may provide black and white photocopies of material, dependent upon condition of material, copyright, or donor restrictions.
- The GCHS reserves the right to deny copying.
- The usual turnaround time for photocopy requests is three to seven business days from receipt of request and payment. Large photocopy orders will **not** be completed on the day ordered.
- Multiple copies of manuscript items are not allowed. No book, logbook, ledger, or other item will be copied in its entirety. No more than 15 pages or 20 percent (whichever is less) of any item will be copied by any method.
- Copies are made for research use only.
- Copies cannot be sold, reproduced, exhibited or published in any form, including electronically or on the internet, without the written consent of the Library or, in the case of published material, the holder of copyright (see rates below).

Photocopies:	\$ .50 per page
Handling fee for all copy orders of 30 or more pages:	\$ 20.00 per hour
Handling fee when original exceeds 8 X 10	\$ 2.00 per page
Photocopy orders sent by domestic U.S. mail:	\$ 5.00 minimum

### **Photography and Scanning Services:**

- Digital Scans: GCHS can provide digital images on compact disc. The Library can also e-mail digital images. The Library scans at 300 dpi and saves as JPG uncompressed Windows files, or other format upon request.

Digital image	\$25.00 each image per order
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**Images requested for scans at a resolution higher than 300 dpi or larger than the standard 8”x10” scanning dimensions will increase the fee by \$20 and must be on CD.**

Postage and handling fee for all image orders:	\$ 5.00 minimum
Other shipping fees and special order scans are priced by arrangement.	

**The usual turnaround time for image scans is two weeks following payment.**

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### **Photographs:**

- Photographs taken on the GCHS grounds must be for personal use only and cannot be sold, reproduced, exhibited, or published in any form, including electronically, without the written consent of the GCHS (see approval process below).
- If a photograph is required for publication or other use, researchers should make their own arrangements to have the material photographed. Researchers must provide the photographer with all information needed to retrieve the material and instruct the photographer to request the material several business days in advance of use. All requests must have written consent from the GCHS (see approval process below) and be subject to an hourly rate of \$15/hour unless other arrangements have been made and documented.
- Photographic copies of fragile items may be available where other copying is not acceptable. All negatives become the property of the GCHS.

### **Cameras:**

- As noted above, cameras are categorically prohibited including cell phone cameras. Exceptions will be granted in advance by staff when photocopying or scanning is impossible.

### **Filming On-Site:**

- Fee for any portion of any day: \$300 for a 10 hour day with an hourly rate of \$45/hour above 10 hours a day for noncommercial or local commercial.

Note: Filming is arranged only by prior consultation and approval (see approval process below) and can be scheduled only on days when the facilities are not open. Also, usage of the site in national commercial productions is subject to specially arranged rates.

### **Copyright and Permission Fees Per Image:**

<b>Use</b>	<b>Rate</b>
Print	\$25
Digital Media (CD/DVD)	\$25
Book Cover	\$25
Other Uses (advertising, exhibition, website, etc.)	\$25

*Note: Scholarly academic journals and exhibition catalogs are charged a reduced or waived permission fee per image.*

The GCHS requires two copies of the finished product where the images are published to be provided to be included in our records.

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### **Rights and Reproductions Policies:**

- All fees for publication are for one-time use for a period not to exceed ten years except for television.
- Permission to publish relate solely to the media format specified in the original request and does not cover uses not specified in the original request, including, but not limited to, subsequent editions, world broadcast rights, and re-broadcast.
- The GCHS reserves the right to refuse use of requested materials.
- The following credit line must be used at all times, without exception, on each image reproduced from our collections : **Courtesy of the (Vedder Library or the Bronck Museum) of the Greene County Historical Society, Coxsackie, NY**
- **No original materials taken from the GCHS may be copyrighted and may only be used exclusively for research purposes unless otherwise specified and agreed to by the GCHS.**