



## PHOTO AND DOCUMENT REPRODUCTION FEES

Digital images of historic photos, unless restricted, that are part of the Rock County Historical Society's collection are available for purchase. In addition to this explanatory page, the Policy & Agreement also consists of the Photograph Reproduction Prices page, the Photograph Reproduction Terms & Conditions, and the Photograph Order Form. To order, please follow the steps below:

### 1. Determine your use category.

*Photographic reproductions can be divided into either non-commercial use or commercial use:*

- Non-commercial use
  - Personal research or interest
  - Use by government, schools, students, teachers, and nonprofit groups
  - Historic preservation projects
  - PowerPoint presentations for educational purposes if no admission fee is charged

*Reproduction fees apply to non-commercial use; commercial use fees do not.*

- Commercial use
  - Use in profit-making ventures by individuals or businesses, including (but not limited to):
    - Books and other publications (magazines, newsletters)
      - Advertising/promotion
      - Internet usage
      - Display in a business or workplace
  - Requests for images to be used for merchandise such as posters, post cards, programs, or note cards are subject to special contractual procedures. Both reproduction fees and use fees apply to commercial use of images.

### 2. Read the Photograph Reproduction Prices Page, the Photograph Reproduction Terms and Conditions, and fill out and sign the Photograph Order Form. Museum staff can assist in the completion of the form.

### 3. Deliver order form and payment to the Rock County Historical Society.

*Payment is due at the time of the order. Please make checks payable to the Rock County Historical Society.*

## USE OF PHOTOS AND DOCUMENTS

Fees for research, image reproduction, use, mailing, new photography, and digital manipulation of scanned images can be found in the Fee Schedule. All fees are in U.S. dollars and must be paid in advance before work will proceed. The Rock County Historical Society photos in any media must complete an "Application for Permission to Publish" form. In it applicants agree to comply with the Rock County Historical Society's Conditions for Reproduction of Photographic Images.

The Rock County Historical Society does not lend its negatives. Photos may be loaned only to qualified institutions in accordance with the museum's loan policy.

The Rock County Historical Society reserves the right to refuse any request for the reproduction of its images or research materials.

## PHOTO PROCESSING TIME

Every effort will be made to complete a photo order in a timely manner. Be advised that staff may not be able to provide immediate assistance due to work on previous orders or other Rock County Historical Society activities. If this is the case, staff will provide an estimate of the time it may take to complete the order.

## CONTACT US

To learn more about the Rock County Historical Society image use policy and fees or to request permission to publish images, please contact:

**Kristin Arnold**, Archives & Research Center Manager at [archivesmgr@rchs.us](mailto:archivesmgr@rchs.us)

## PHOTOGRAPH REPRODUCTION PRICES

The reproduction fee for a digital image is \$15 per photograph. Photographs may be reproduced as scans that are emailed to the user or scans that are burned on a CD.

### Prints

4x6 .....	\$17.00
5x7 .....	\$20.00
8x10 .....	\$26.00
11x14.....	\$37.00
16x20.....	\$58.00
24x36.....	\$109.00

Any prints larger than 24x36 are of a custom size. Please email Kristin Arnold at [archivesmgr@rchs.us](mailto:archivesmgr@rchs.us)

**These prices do not include fees for any scanning or retouching. Please note that there may be extra fees dependent on the exact photo.**

## COMMERCIAL USE FEES

Commercial Use fees apply to the use of images in a profit-making venture and are charged in addition to reproduction fees. The following fees are per image.

Published use, less than 5,000 copies .....	\$15.00
Published use, more than 5,000 copies.....	\$35.00
Display in a business or at an event .....	\$10.00
Advertising or promotion .....	\$100.00
Website/Internet.....	\$50.00 per year
Film/video production.....	\$100.00
Performance or presentation .....	\$50.00

## PHOTOGRAPH REPRODUCTION TERMS & CONDITIONS

*Please read carefully before signing the Order Form*

1. Photograph reproduction fees are charged whether the image is for non-commercial or commercial use. Commercial use of images incurs a use fee in addition to reproduction fees.
2. All images remain the property of the Rock County Historical Society.
3. A complimentary copy of each publication or production in which the photographic copy appears must be given to the Rock County Historical Society within three months of the publication date. If the product in which the image was used is an electronic site accessible by the public, the URL shall be forwarded to the Rock County Historical Society's staff.
4. Permission is for one-time use only, with no other rights. The specific use must be stated on the order form. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc., constitutes reuse and must be applied for in writing. An additional fee may be charged for reuse.
5. All photographs must be credited to the Rock County Historical Society. For example: "Photo credit: Rock County Historical Society" or "Photo courtesy of Rock County Historical Society."

Website usage and PowerPoint presentation usage requires a credit line following the format above on the same page as the image.

With films and video productions, credits must appear with other credits at the beginning or end of the production.

With exhibition, each image must be credited within the exhibition area. Any waiver of this requirement must be approved.

6. The user may not reproduce or permit others to reproduce the photographic copy or any facsimile of it, including digital transfer. Written permission must be obtained from the Historical Society before these photographs are used for any other purpose in the future.
7. The maximum allowable resolution for website display is 150 dpi. Any photo placed on a website must have the accompanying Rock County Historical Society's digital watermark.
8. All responsibility for possible copyright infringement or invasion of privacy arising for use of reproductions is assumed by the user.
9. Any exceptions to the above conditions and fees, and any adjustment of fees for uses not covered, are subject to the approval of the Rock County Historical Society's staff. Fees and terms and conditions are subject to change at any time.
10. The time needed for processing photo orders is typically 10-14 days.

# PHOTOGRAPH ORDER FORM

Describe the specific purpose for which the image will be used: \_

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Catalog Number	Image Description	Reproduction Price
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Use Fee Description (if for commercial use)	Price
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Total fees payable to the Rock County Historical Society: \_\_\_\_\_

I agree to the Photograph Reproduction Terms and Conditions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_