Photograph Request Guidelines, Fees and Conditions

Photograph Request Guidelines

To Submit a Request

Thank you for your interest in the Monroe County History Center's (MCHC) collections. This document outlines the Center's fees and terms of use for requested digital copies of historic photographs, archival materials and artifacts. Please complete the **Photograph Request Form** (page 7) to obtain copies. Please allow two weeks to process your request. Date information needed by, maximum hours of research the patron is willing to pay, and membership status can be specified on the form. If known, please list the catalog number of the photograph and or a description of the images being requested (ex. Carnegie Public Library Book Mobile and Staff, c. 1940s, catalog # 1998.083.0478). The completed form can then be e-mailed to Collections Manager Rebecca Vaughn at mchccollection@gmail.com or mailed/submitted in person to the History Center at:

202 E. Sixth Street
Bloomington, Indiana 47408

Order Processing Time

Please allow two weeks to process your request. A rush service of 3-5 business days is available at the staff's discretion. Rush processing flat fee: $20.00.

Photograph Use and Fees

See conditions and fee schedule below. Please indicate project details on Photograph Request Form regarding intended use of the photographs such as:

- **Personal**: Use in self-published documents, books, family newsletters, scrapbooks/memory books, and genealogy research.

- **Commercial:** Use in a profit-making venture (includes private individual).

- **Not-for-profit commercial:** Commercial use by non-profit entities (proof of not for profit status, certified by the IRS is required), public broadcasters, accredited educational institutions and their departments (including academic presses), and government entities.

- **Not-for-profit non-commercial:** Use for purposes of research, teaching, classroom materials, Power Point presentations and student use.

Online Photograph Database
Follow this link to our online database that features a broad overview of materials housed in the collections (see "Photo Archive" at center right of main page: www.monroehistory.org). After submitting the Photograph Request Form, you may request individual images online. If you would like to purchase a copy of photographs or archival materials, please click on the image and then on the icon to the left which reads "order image." Your photograph order will then be forwarded to the Collections Manager. Please allow two weeks to process your request.

Order Pick-up
Patrons will be notified when a CD copy of the requested digitized photograph(s) is ready to be picked up. A CD copy of the images may also be mailed for a $2.00 additional mailing fee. Low resolution JPEG images may also be e-mailed to patrons. High Resolution TIFF files may be sent to patrons via Dropbox. Images will be sent after payment is made. Photograph requests may be purchased with cash, check or credit card ($5.00 minimum for credit card). Please make checks payable to the Monroe County History Center.

Fees
Fees assessed per image.

Item	**Personal Use** (research and self-published documents)	**Commercial Use** (organization or private individual)	**Not-for-Profit Commercial use** (organization or private individual)	**Not-for-Profit Non-Commercial Use** (including teaching, classroom materials, and student use)
Low resolution scanned JPEG image on CD or via e-mail (400 dpi)	$5.00 for members $8.00 for non-members	$20.00	$15.00	$3.00
High resolution TIFF image (400-600 dpi) on CD, via Dropbox or post mail	$5.00 for members $8.00 for non-members	$20.00	$15.00	$3.00
Fees continued				

Item	**Personal Use** (research and self-published documents)	**Commercial Use** (organization or private individual)	**Not-for-Profit Commercial use** (organization or private individual)	**Not-for-Profit Non-Commercial Use** (including teaching, classroom materials, and student use)
Information/research request (staff researches photograph collection/archives on patron's behalf)	$5.00 per half hour of research	$10.00 per hour of research	$10.00 per hour of research	$5.00 per hour of research
Scans of documents and or images of MCHC artifacts for archival or research use	$4.00 per document/image	$10.00 per document	$5.00 per document	$4.00 per document
DVD copies from existing digital media collection (includes oral histories, moving image and other audio files)	$5.00 per DVD copy	$15.00 per DVD copy	$10.00 per DVD copy	$5.00 per DVD copy
Publications (book or periodical, illustration, book jacket, magazine cover, newsletter, videos or films, brochures, other publications (additional or concurrent editions)	$5.00 for members $8.00 for non-members	$150.00	$100.00	$5.00
Digital Products (CDs, DVDs, e-books and any website use). Images featured online must be watermarked.	$5.00 for members $8.00 for non-members	$75.00	$50.00	$5.00
Advertising/Merchandising (posters, postcards, greeting cards, clothing, calendars, packaging, etc.)	Not Applicable	$200.00	$100.00	Not Applicable
Fees continued				

Item	**Personal Use** (research and self-published documents)	**Commercial Use** (organization or private individual)	**Not-for-Profit Commercial use** (organization or private individual)	**Not-for-Profit Non-Commercial Use** (including teaching, classroom materials, and student use)
Decorative Public Display (in business or workplace)	$5.00 for members $8.00 for non-members	$100.00	$20.00	$5.00
Creative Usage (artistic renderings derivative of MCHC historical photographs or other collections)	$5.00 for members $8.00 for non-members	$100.00	$50.00	$5.00

Conditions
All users/recipients of Monroe County Historical Society images (including accessioned photographs and scans of archival materials) must sign a Photograph Request Form stating in part:

1. The Monroe County Historical Society will only grant permission to reproduce photographs or facsimiles of archival materials for one-time use in specifically approved projects. Any further reproduction will require written permission, and possible assessment of additional licensing fees (see below). The Monroe County Historical Society will not grant "perpetual rights."

2. Publication or display must credit the Monroe County History Center (see Photograph Request Form for credit line).

3. If for publication, a gratis copy of any work featuring the Monroe County History Center's photographs and or archival materials should be provided to the Center.

4. Right of refusal: The Monroe County Historical Society reserves the right to refuse to duplicate items in its collections due to condition or restrictions imposed by donor agreements or law (including copyright).

5. Advertising/ Merchandising Use**:** When creative work intended for advertising/merchandising contains recognizable and distinctive elements from Monroe

County Historical Society image(s), the appropriate rate ($150.00 per image) will be charged.
Note: An image of a creative work used to promote sale of that or other works by the artist (e.g. a gallery opening announcement) would not be assessed the advertising rate, provided the use of the imagery in the creative work itself has been authorized.

6. Creative/Commercial Usage: when creative work intended for sale contains recognizable and distinctive elements from Monroe County Historical Society image(s), we will charge the commercial use rate ($150.00 per image).
Use examples: Painting, quilt, print run, photograph, video, or other creative work containing complete, recognizable visual elements or complete pattern and form reproduction in craft piece.

Licensing Fees
Licensing fees and limits of usage will be assessed on a case by case basis. Publication and advertising bundles including 500 publications or unit/copies will total $50.00 per bundle.

Use Statement
The museum makes no warranties or representations and assumes no responsibility whatsoever for any claims against applicant or museum by artists, their agents, estates, or by any parties in connection with the reproduction of works of art in the collections of the museum. The applicant agrees to indemnify the museum and hold it harmless against any and all such claims, including copyright infringements claims, royalty or fee demands and/or actions, including the costs thereof, arising as a result of the applicant's reproduction of the works of art in the museum's collections. Any and all royalty payments or other requirements specified by the copyright owner of such a work must be paid or honored by the publisher or agent requesting reproduction permission.

Contact Information
For more information about the History Center's collections please contact:

Rebecca Vaughn
Collections Manager
202 E. Sixth Street
Bloomington, Indiana 47408
812-332-2517 ext 6
mchccollection@gmail.com
www.monroehistory.org

References

Monroe County History Center Photograph Request Form adapted from:

1. "Indiana Historical Society Collections and Library Reference Services, Copies and Fees," a request form, January 2012.
2. "Mathers Museum of World Cultures Photographic and Documentation Reproduction Price and Fee Schedule" and "Creative Usage Addendum," an unpublished request form, November 2012.
3. "Nebraska State Historical Society Fees for Duplication and Special Access," a request form, March 2012.
4. Rebecca A. Buck and Jean Allman Gilmore, editors, *The New Museum Registration Methods* (DC: American Association of Museums, 1998), 226.

Photograph Request Form

Date: Organization Name:

_____

Name:

_____

Telephone (main): (alt.):

_____

Address (including city and zip code):

_____

MCHC Membership Status (please circle one): Member Non-member

Intended Use

How do you intend to use this image?_____ (personal, commercial, not for profit commercial, or not for profit non-commercial use.)

Title/Project Name:_____

Planned Completion Date (for commercial use requests):

_____

Would like information by:___/___/____. Maximum hours of research willing to pay:_____

By Signing, I agree to the following conditions:

- Image use is for **One Time Use Only**. Any subsequent or additional use must be applied for in writing and are subject to additional use or licensing fees. These include reprints, second editions, special editions, editions in different languages, video tape or other editions of television broadcasts, CD copies, emails, and etc.

- Printed images are not to be duplicated, digitized or published without written consent of the Monroe County Historical Society. The client is licensed to store the image in digital form up until publication. In digital form, the Monroe County Historical Society still retains copyright of the image(s). When published, image(s) must be destroyed.

- It is the user's/researcher's responsibility to obtain copyright holder's permission before using the material for any purpose other than private study, scholarship, or research.

- If published or viewed in any way, credit must be given to the Monroe County History Center. For every image, please attach the photograph's catalog number. Each photograph should read: From the collection of the Monroe County History Center, 202 East 6th Street, Bloomington, IN, 812-332-2517 ex. 6, www.monroehistory.org, catalog #_____.

- Images published on a website must be watermarked *Monroe County Historical Society* with the watermark through the center of the image. The watermark must be dark and the resolution must be low. Resolution may not exceed more than 300 dpi per image.

- All negatives become property of the Monroe County Historical Society. If a negative must be generated to fill my order, I will pay for all costs to do so and understand that title to the negative will remain with the Monroe County Historical Society.

- One complimentary copy of each completed publication in which any image reproductions appear shall be furnished to the Monroe County History Center.

- For authorization of the publication, the Monroe County Historical Society in no way surrenders either its own right to publish anything from its collections or its right to grant permission for others to publish.

- The Monroe County Historical Society has the right to revoke or decline reproduction permission to applicants who have not complied with our policies or whose products are unacceptable to the museum for any reason.

Additional Notes:

Order Summary

Catalog ID #	**Use**	**Use Limit**	**Price /Image**
		One time use	$
		One time use	$
		One time use	$
Total due:			

MCHC Notes: _____

Images on CD: _____

Patron contacted to pick up final product on: _____

Date of Payment Receipt: _____

MCHC Employee:_____

_____

Signature of Customer Signature of Museum Representative

_____

Date Date