

## **Albemarle Charlottesville Historical Society Photographic Services: Production and Permission Fees**

### **Order Fulfillment and Delivery**

Processing of photographic orders will proceed upon receipt by the Albemarle Charlottesville Historical Society of full payment of use and production fees and the appropriate signed forms.

**Orders** will be handled as staff time allows. Because the Historical Society does not have a photographer on staff, no rush orders will be accepted.

**Payment** Advance payment is required for all orders. The Historical Society accepts cash, check or VISA or Master Card.

**Shipping** All orders are shipped First Class mail (unless special delivery is requested). A shipping and handling charge is added to every order. Shipping prices will be provided upon receipt and confirmation of an order. Alternate shipping options are available for an additional fee. All digital images are sent on CD.

### **Special Conditions and Fees**

**Special Fees** Rates for uses not listed in this schedule will be quoted upon request. The Historical Society reserves the right to charge special fees for some commercial uses as determined on a case-by-case basis. All fees listed are subject to change. Reduced rates are offered to patrons requesting reproductions of materials they have donated to the Historical Society.

**Re-use Fees** All requests for re-use or change in use must be applied for in writing.

### **Non-Profit Eligibility**

We are pleased to support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal not-for-profit status by providing suitable documentation such as Internal Revenue Service tax-exempt certificate or letters of exemption.

### **Sales Tax Exemption Certificate**

Sales tax will be added to all invoices for photographic production and sales. Customers that are exempt from sales tax must provide proof of exemption prior to placing an order for photographic services.

## **Albemarle Charlottesville Historical Society Photographic Services: Production and Permission Fees**

### **Conditions for Use:**

1. To use the photographic copy only once and only for the purpose listed on the Reproduction Rights Form. Use on an end paper or dust jacket or as any other advertisement constitutes a separate use and must be applied for in writing.
2. To credit properly. The following is the basic credit line, "Albemarle Charlottesville Historical Society." When provided, the photographer's name must be used in the credit line. We ask that you follow these guidelines:
  - a. For published materials, the credit line should be easily accessible.
  - b. For films, filmstrips, and video presentations, include the credit within the "Sources for Illustrations" or "Credits" section of the production.
  - c. For websites and other Internet display, the credit line should appear directly below or adjacent to the image. The user's website must contain a link to the Albemarle Charlottesville Historical Society website (<http://www.albemarlehistory.org>). The displayed image must either a) have the mouse right click function disabled, or b) include a rollover text box with a statement indicating that the image cannot be used without the permission of the Albemarle Charlottesville Historical Society.
  - d. For exhibitions, credit should appear in the exhibition area, preferably directly below or adjacent to the original copy.
3. To give the Albemarle Charlottesville Historical Society one complimentary copy of any published work, including CD products, in which the photographic copy appears.
4. To indicate in the accompanying caption or label any and all changes or alterations that have been made to the original copy, including cropping, tinting, or detailing. Altered images remain the property of the Albemarle Charlottesville Historical Society and cannot be used without permission.
5. To limit digital display of images to no more than 72 dots per inch.
6. To not permit others to reproduce the photographic copy or any facsimile of it.
7. In authorizing the reproduction of works in collections, the Albemarle Charlottesville Historical Society does not surrender its own right to publish or grant permission for others to do so.
8. The Albemarle Charlottesville Historical Society reserves the right to limit the number of copies, to restrict the use or reproduction of materials, and to charge different fees than the ones published herein.
9. Any exceptions or modifications to the above conditions will appear on, and be part of, the Albemarle Charlottesville Historical Society's letter of agreement.

## Albemarle Charlottesville Historical Society Photographic Services: Production and Permission Fees

### Photographic Reproduction Fees

Reproductions of materials from the collections of the Albemarle Charlottesville Historical Society are provided under license agreement for purposes indicated in writing by the user and agreed to by the Historical Society. Conditions governing their use are specified on a contractual agreement generated by the Historical Society and to be signed by both the user and a representative of the Historical Society. Costs for reproduction of materials from the Historical Society's collections are the sum of two fees: the **permission** and **production** fees. The Historical Society reserves the right to require special fees for some forms of commercial uses. The Historical Society also reserves the right to deny requests at its discretion. The prices listed are subject to change.

### Permission Fees

#### **Photographs: One-time use**

Includes one-time, one-use, non-exclusive, single language, publication rights.

#### For-profit entities

Within books, periodicals, and other published works	\$50
Video, film and DVD productions	\$100
Advertising and other non-editorial use	(min.) \$150

#### Non-profit entities

Editorial use (within books, periodicals, and other published works)	\$20
Video, film and DVD productions	\$30
Advertising and other non-editorial use	(min.) \$50

#### **Cover Use**

Includes book or media packaging.

For-profit entities	\$300
Non-profit entities	\$50

#### **CD-Rom Publication**

For-profit entities	\$200
Non-profit entities	\$20

**Albemarle Charlottesville Historical Society  
Photographic Services: Production and Permission Fees**

**Internet Use**

For-profit entities	\$100
Non-profit entities	\$20

**Production Fees**

In addition to the above stated fees, users will be charged an “image production” fee. Production fees are affected by the nature of the original material ordered as well as the user’s desired end product.

**Prints**

May be provided upon special request.

**Digital Images**

Images that require new scanning or custom specifications include an additional fee.

300 dots per inch 8”x10” image, JPEG or TIFF file:	\$5
New scan/custom scan	\$10

**Two or Three Dimensional Objects and Items Requiring Special Handling**

The Albemarle Charlottesville Historical Society reserves the right to restrict the reproduction of materials in our care based on conservation and preservation concerns. The Historical Society reserves the right to charge additional fees as determined by the Historical society on a case-by-case basis.

**Research**

Researchers will be charged a flat hour rate for research conducted by Historical Society staff.

Research fee, per hour	\$40
Members	50% discount