

## **Rock Island County Historical Society**

### **Photographic Reproduction Policy**

**January 2012**

#### General Information

Rock Island County Historical Society offers digital duplication services of materials in its collection based on ownership of the images in their collection, and not based on ownership of copyright. Many items in the society's collections are in the public domain. In other cases determining the copyright holder can be difficult. In cases where determining copyright is difficult it is the responsibility of the requestor to determine any legal restriction(s) that might be placed on the items they are requesting and to obtain permission for using the images and not the responsibility of the society. The Rock Island County Historical Society staff reserves the right to deny copying and scanning requests based on the condition of the materials, collection restriction, and copyright concerns.

The Copyright law of the United States (Title 17, U.S. Code Section 101, et seq.) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the "fair use" provision of copyright law, libraries and archives are authorized to furnish users a photocopy or reproduction "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research," but not for commercial purposes (17 U.S. Code Section 107). Any excess of the "fair use" provision could result in copyright infringement and result in the requestor being liable for violating the copyright law.

#### Conditions

1. Researchers may not bring their own photographic equipment, including digital cameras or scanners into the research library to make copies of images held in the Rock Island County Historical Society's collections.
2. Staff members will physically locate all images that are requested. Researchers are to use the image database provided by the society to locate any image they are searching for. Only staff members can copy the images in the society's collection.
3. Researchers may not enter the photograph storage area to browse the images for any reason. Researchers will not be allowed to be alone with images, or borrow them for any reason.
4. The requestor will be charged a fee based on the proposed use, size and format of the image as noted below and on the Photograph Reproduction Order form.
5. Images can only be copied after the requestor reads and signs the Photographic Reproduction Policy for Personal Use, completes a Photograph Reproduction Order form, and pays the fees listed on the form.

6. Requestors that do not follow the rules set forth in the Photographic Reproduction Policy for Personal Use will not be allowed in the future to receive copies from the society and will have to return the images that were in violation that were copied by the society.
7. All images provided are for research, scholarship and private use only, and cannot be used for any other use without the express and written permission.
8. The requestor agrees to use the image only once and not to loan the image out to other individuals, business or organizations. All additional use beyond the single use will require additional permission and fees.
9. The requestor agrees that no further rights are extended with the sale of a copy and that possession of a reproduction does not constitute permission to use the image for additional projects beyond the single use that is stipulated in this policy.
10. The requestor must agree that digital images cannot be manipulated or altered in any way without the express written permission of the society.
11. Every image(s) used for publications and other commercial purposes must be attributed “Courtesy of the Rock Island County Historical Society, Moline, IL” adjacent to the image.
12. The requestor must donate one complimentary copy of any work using images from the Rock Island County Historical Society’s collection at the time of publication.
13. The Argus/Dispatch newspapers will be allowed to scan the newspapers they have donated to the society, with no fee charged. They must be returned within 72 hours undamaged. The Argus/Dispatch must pay for a replacement newspaper book if the original is lost or damaged.
14. Previous donors of images in the society’s collections will be allowed to obtain copies of images free of charge for the images they donated.
15. Members will receive a 20% discount on each image reproduction.
16. Rock County Historical Society reserves the right to make exceptions or additions to the policy stated herein as they deem necessary and appropriate.

## Rock Island County Historical Society

### Fees Photographic Reproduction

Size/Product	Cost
<b>1 Photographic Print</b>	\$15.00
<b>Additional Costs</b>	
<b>Shipping</b>	+\$5.00
From Negative (Some photographs need to have a copy negative made first; patron pays for negative, which society retains.)	+\$5.00
Digital Image (scanned 300 ppi) by email	+\$2.00
Digital Image (scanned 300 ppi) on CD	+\$2.00

Per Image, for Publication and Interior Decoration

Use	Cost
1. For interior decoration	
General Use	\$0.00
Home display	\$10.00
Non-Profit display	\$10.00
Business/Organization display	\$20.00
2. For books	
1-5000 copies	\$15.00
5001-10,000 copies	\$30.00
3. Magazines by circulation	
under 50,000	\$15.00
50,001-100,000	\$25.00
4. Television or motion picture use	
Non-profit	\$25.00
For profit	\$50.00
5. Advertising: television or print media	
Rock Island County	\$25.00
Illinois	\$30.00
National	\$50.00

Please allow 24-48 hours to process your order. Please include \$5.00 for shipping for the first print and \$2.00 for each additional print.