



PASSAIC COUNTY HISTORICAL SOCIETY

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PHOTOGRAPHIC REPRODUCTION POLICY

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Courtesy of The Passaic County Historical Society, Paterson, NJ

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- Use fees are charged for non-exclusive, one-time use of public domain and copyrighted material. Payment is due before any materials may be reproduced. Reproduction and processing fees apply to both commercial and non-commercial use.
- Any subsequent commercial use or reuse must be applied for in writing. Reuses will be charged a discounted fee.
- Please note that **Use Fees** are in addition to **Photographic Reproduction and Processing Charges**.

I have read these conditions and understand them. I agree to comply with the above. I understand that commercial rights are given for one-time use only. I agree to pay all photographic reproduction, processing, and use fees.

Signature _____

Print name _____

Date _____

IMAGE REPRODUCTION & PROCESSING FEES

Digital imaging (per image)

Scan from original print	\$20
Scan from original negative or slide	\$25
Scan from other formats – glass negative etc.	\$30
All scanning jobs require a burn charge for formatted CD (multiple images)	\$10

COMMERCIAL AND NON-PROFIT PUBLICATION & EXHIBITION USE FEES

Patrons requesting reproductions of photographs from our collections for publication and/or public exhibition in any medium must submit an **Order Form and Permission to Publish Request**. Use fees for any publication or exhibition are charged in addition to **Image Reproduction Fees**.

Print Media

Not-For-Profit		For-Profit	
First image	\$25	First image	\$50
Each additional image	\$10	Each additional image	\$20

Advertising and Non-Editorial Use

Reproduction of images for use in unbound materials, postcards, posters, brochures, calendars, broadsides, etc.

Not-For-Profit		For-Profit	
First image	\$25	First image	\$50
Each additional image	\$10	Each additional image	\$20

Exhibition Fees

Reproduction of images for exhibition or display purposes, including websites, films or documentaries. Fees do not include any publication rights or permission for other uses.

Not-For-Profit:		For-Profit:	
Reproductions for exhibition by museums, schools, and other not-for-profit organizations		Reproductions for exhibition by corporations, banks, and other for-profit organizations	
Up to 5 images	\$20	Up to 5 images	\$250
Each additional image	\$5	Each additional image	\$60

World Wide Web

Non-Profit	\$100	Commercial	\$200
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Commercial Video Production

Fees for on-sight filming of images from the Library, Photographic Collections, Archival Collections, Paintings Collection, and three-dimensional objects at the Passaic County Historical Society

\$125 per hour

Other Uses

Print news media, press-release

No fee

Reproduction and usage fees are not negotiable. Fees are per image, one-time use only unless otherwise specified, and permissions are issued for worldwide rights for the life of the project unless otherwise noted. The Passaic County Historical Society reserves the right to pursue legal action in the event of a failure to comply with these conditions and copyright restrictions.

REPRODUCTION ORDER FORM

Conditions of Use and Policies:

Personal / Research Use

I understand that these images are for personal or research purposes only. If I decide to reproduce the images in any way, I will contact the Passaic County Historical Society in writing for permission.

Reproduction Use in a publication, exhibit, video, DVD, CD-ROM, film, advertisement and/or website.

I understand that all images reproduced in any medium require the written permission of the Passaic County Historical Society; use fees and conditions apply.

- Payment is required before orders are processed; we accept checks, Visa, MasterCard or American Express.
- Please allow 1-2 weeks once payment is received for regular orders; larger or special orders may take longer.
- Postage and handling \$5.00 minimum.

Signature: _____ Date: _____

Shipping Address

Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Fax: (_____) _____

E-mail: _____

Shipping Method: Regular mail Recipient's Fed-Ex# _____

Method of Payment

Check Money Order Credit Card: Visa MasterCard AmEx

Card #: _____ Exp.Date _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____

STAFF ONLY BELOW THIS LINE

TOTAL: \$ _____ JOB #: _____ DATE COMPLETED: _____

IMAGE REPRODUCTION WORK ORDER

Digital imaging (per image)

Scan from original print x \$20 = _____
 Scan from original negative or slide x \$25 = _____
 Scan from other formats – glass negative etc. x \$30 = _____
 Burn charge for formatted CD x \$10 = _____
Total \$ _____

COMMERCIAL AND NON-PROFIT PUBLICATION & EXHIBITION USE FEES

Print Media

Not-For-Profit

First image x \$25 = _____
 Each additional image x \$10 = _____

For-Profit

First image x \$50 = _____
 Each additional image x \$20 = _____

Advertising and Non-Editorial Use

Reproduction of images for use in unbound materials, postcards, posters, brochures, calendars, broadsides, etc.

Not-For-Profit

First image x \$25 = _____
 Each additional image x \$10 = _____

For-Profit

First image x \$50 = _____
 Each additional image x \$20 = _____

Exhibition Fees

Reproduction of images for exhibition or display purposes, including websites, films or documentaries.
 Fees do not include any publication rights or permission for other uses.

Not-For-Profit:

Reproductions for exhibition by museums, schools,
 and other not-for-profit organizations
 Up to 5 images x \$20 = _____
 Each additional image x \$5 = _____

For-Profit:

Reproductions for exhibition by corporations,
 banks, and other for-profit organizations
 Up to 5 images x \$250 = _____
 Each additional image x \$60 = _____

World Wide Web

Non-Profit \$100 Commercial \$200

Commercial Video Production

Fees for on-sight filming of images from the Library, Photographic Collections, Archival Collections, Paintings Collection,
 and three-dimensional objects at the Passaic County Historical Society \$125 per hour

Other Uses

Print news media, press-release No fee

CLIENT: _____

JOB #: _____

DATE COMPLETED: _____

Digital imaging Fees – Total	\$ _____
Use Fees – Total	\$ _____
Total	\$ _____

Image #: _____ Print Negative Glass Neg.
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