



MUSEUMS. ARCHIVES. MICROFARM.

Montclair History Center  
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mail@montclairhistory.org

## PHOTOGRAPHIC REPRODUCTION POLICY

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The Montclair History Center, a nonprofit 501(c) 3 organization, promotes preservation, study and appreciation of local history. Photograph use fees help offset the costs of acquiring, cataloging and preserving the materials.

The mission of the Montclair History Center is to PRESERVE, EDUCATE, and SHARE. We PRESERVE our local history through our historical buildings, artifacts and documents. We EDUCATE the community on local history and its importance through programs, advocacy and exhibits. We SHARE the stories and history of the various persons and groups that have and continue to shape Montclair. (Adopted February 2012)

### USE OF IMAGES

- If an image is to be used solely for non-commercial, personal or research purposes, a statement must be signed to this effect.
- Permission to use images must be applied for in writing, including details about how the images will be used. Requests for images should be as specific as possible. If a request is extremely general, a search may be performed at the discretion of the staff. MHC staff reserve the right to refuse requests for any reason.
- Images may not be reproduced for purposes other than that agreed upon. Images may not be re-sold or transferred.
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**Montclair History Center**

If the image is part of a special collection or if the photographer's name is known, that information must appear as well.

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- Reproduction and usage fees are not negotiable.
- 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.
- MHC members receive a 20% discount off their final bill total.

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 AND 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

Up to 2 images emailed free, additional images require a burn charge for a formatted CD through mail: \$10

### **PUBLICATION AND EXHIBITION USE FEES**

Patrons requesting reproductions of photographs and postcards 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

First image: \$25

Each additional image: \$10

For-Profit

First image: \$100

Each additional image: \$25

#### **Advertising and Non-Editorial Use**

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

Not-For-Profit:

First image: \$25

Each additional image: \$10

For-Profit:

First image: \$100

Each additional image: \$25

#### **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: \$20

Each additional image: \$5

For-Profit:

Reproductions for exhibition by corporations, banks, and other for-profit organizations:

Up to 5 images: \$250

Each additional image: \$60

#### **Internet**

Non-Profit: \$100

Commercial: \$200

#### **Commercial Video Production**

Fees for on-sight filming of images from the library, houses, or grounds can be arranged with MHC staff at request.

#### **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. MHC 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 POLICY**

Check the appropriate use:

**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 Montclair History Center 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 Montclair History Center; 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, if more than 5 images, is a \$5.00 minimum.

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

**WORK ORDER**

**Shipping Address**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Method of Payment**

- Check (payable to Montclair History Center)
- Venmo (“Montclair History Center” @Jane-Eliasof)
- Online ([www.montclairhistory.org/support-us](http://www.montclairhistory.org/support-us). Then click the “Donate” button. Please type “reproduction fee” into the “Additional Information” field)

**DIGITAL IMAGING FEE**

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 \$ \_\_\_\_\_**

**USE FEES**

**Print Media**

Not-For-Profit

First image..... \_\_\_\_\_ x \$ 25 = \_\_\_\_\_  
 Each additional image... \_\_\_\_\_ x \$ 10 = \_\_\_\_\_

For-Profit

First image..... \_\_\_\_\_ x \$100 = \_\_\_\_\_  
 Each additional image... \_\_\_\_\_ x \$ 25 = \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**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 \$100 = \_\_\_\_\_  
 Each additional image... \_\_\_\_\_ x \$25 = \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**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 = \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**World Wide Web**

Non-Profit: \$100

Commercial: \$200

**Total \$ \_\_\_\_\_**

**Other Uses**

Print news media, press-release: No fee

**FEE SUMMARY (TOTALS FROM ABOVE)**

**Digital Imaging Fee Total: \$ \_\_\_\_\_**

**Use Fees Total: \$ \_\_\_\_\_**

**Fee Total: \$ \_\_\_\_\_**

**Shipping\* (if applicable): \$ \_\_\_\_\_**

**TOTAL: \$ \_\_\_\_\_**

*\* To be determined by staff*