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Image Reproduction Fees

	Member Fee	Nonmember Fee
<p>8x10 Photographic Copy Print reproduction of photographic image from DCHC collection; charged in addition to below fees</p>	\$10	\$20
<p>Scanned Photo Reproduction up to 8"x12"; use of scanner to reproduce image; charged in addition to below fees</p>	\$5/scan	\$10/scan
<p>Electronic Media CDs used for scanned image orders</p>	\$5	
<p>Image Use Fee - Publication one-time use, in addition to reproduction fee above</p> <p>For Profit Corporations, Businesses, Individuals (editorial, non-editorial, advertising)</p> <p>Nonprofits, Government Agencies (editorial, non-editorial, advertising)</p>	<p>\$20/image</p> <p>\$0</p>	<p>\$30/image</p> <p>\$0</p>
<p>Image Use Fee – Exhibition one-time use, Display purposes only; does not include publication rights</p> <p>For Profit Corporations, Businesses, Individuals (public displays , public spaces, private galleries)</p> <p>Nonprofits, Government Agencies</p> <ul style="list-style-type: none"> • exhibits in museums, schools, other orgs • home settings 	<p>\$20/image</p> <p>\$0</p> <p>\$0</p>	<p>\$30/image</p> <p>\$0</p> <p>\$15/image</p>
<p>Processing and Special Conditions</p>	<p>A completed Image Use Agreement form and advance payment of fees are required before processing can begin. Processing times are variable and will be estimated when reproductions are ordered.</p> <p>The DeKalb County History Center reserves the right to deviate from published rates when special conditions</p>	



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Image Use Agreement

I. General Information

Name: _____

Representing: _____

Address: _____

City/State/Zip: _____

Phone: _____ Tax Exempt Status (check one) For Profit: ___ Non-for-Profit: ___

II. Proposed Use

Please explain how the photograph(s) requested are to be used:

Type of Media: _____ Title _____

Total number of copies to be reproduced: _____

III. Image(s) Requested:

attach additional sheets if necessary)

IV. Terms and Conditions

The Applicant hereby agrees:

- To use the image copy only once for the purpose listed above. Any subsequent or different use (including new editions, book club editions, paper back editions, different language editions, etc.) constitutes re-use and must be applied for in writing and approved. There is a re-use fee.
- To credit properly using the following mandatory credit line: **"Photo Courtesy of the DeKalb County History Center."** In the case of artwork or other images, please substitute appropriate term for photo. In printed matter, the credit line must appear on the same or facing page as the image. In films, filmstrips or similar media, credit must appear with "Source of Illustrations." Credit must also be given in any accompanying manuals. In exhibition, credit must appear within the exhibition and within any catalogs produced.
- To give the DeKalb County History Center a complimentary copy of the work in which the image appears.
- To indicate in caption any changes or alterations made to original image (eg. enlarging detail, superimposing, tinting, etc.) Note: All changes/alterations to original image must be approved by DeKalb County History Center in advance of use.
- Not to reduce the image as a dust jacket, end paper, or to use in an advertisement or any commercial use of a similar nature, nor to mass produce unbound material, nor to

IV. Terms and Conditions (continued from front side)

- In authorizing the publication of any image, the DeKalb County History Center is in no way surrenders its own rights to publish the image or to grant permission to others to publish the image.
- Applicants assume all responsibility in questions of copyright and invasion of privacy that may arise and further agree to hold harmless the DeKalb County History Center and its agents in all matters arising from the applicant's failure to secure said rights.
- The DeKalb County History Center person may at any time revoke authorization to use images upon determination that their use would in any way compromise original images or infringe on another's legal right or interest in said image.
- Any exceptions or additions to this agreement, approved by the DeKalb County History Center person will be attached to and considered part of this agreement.
- The DeKalb County History Center reserves the right to have final authority in all matters concerning the authorization and use of its collections.

V. Copyright Restrictions

The copyright law of the United States (title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the reproduction is not to be "used for any purposes other than that of private study, scholarship or research." If a user makes a request for, or later uses, a reproduction for purposes in excess of "fair use" that use may be liable for copyright infringement. The DeKalb County History Center reserves the right to refuse to accept a copying request if, in its judgment, fulfillment would involve violation of copyright law.

VI. Processing

Advance payment is required in all instances before copying requests may be processed. Rates are published and are subject to change without notice.

VI. Agreement to Conditions of Image Reproduction and Use

I have been made aware of the conditions, which govern the use of photographic copies from the DeKalb County History Center as set forth in this document and do hereby agree to be in full compliance with them.

Signed: _____ Title: _____ Date: _____
(Applicant)

VII. Agreement Approval

Signed : _____ Title: _____ Date: _____
(DeKalb County History Center)

IX. Charges

Total Charges Due: _____

Amount Paid: _____ Date Received: _____ Received by: _____