

## COLUMBIA COUNTY HISTORICAL & GENEALOGICAL SOCIETY CURRENT PHOTOGRAPH REPRODUCTION POLICY

1. The Columbia County Historical & Genealogical Society, hereafter referred to as the Society, requires prepayment for all requests for reproductions of its photographic items.
2. As a general rule the Society's photographs are not to be removed from its premises. However, when there is a request for a photograph to be copied by a professional photographer, the photograph committee chairperson, with the concurrence of the Executive Director, will designate a Society member to take the photograph to a professional photographer approved by the Society. In order for the designated person to take a photograph out of the Society, a record must be made including the following information: photograph description and file number, date removed, name of the person who took it, purpose for its temporary removal, and date returned.
3. The society provides a reproduction service to make copies of photographs from its collection.
  - It can make reproductions by computer scan, or a digital camera.
  - It will also take a photograph(s) to a professional photographer to have a copy made. The fee for this service is \$10.00 plus the photographer's copy charge.
  - An individual is not permitted to use his or her own scanner or camera to make copies of the Society's photographs.
4. Appropriate credit must be given to the Society for the use of its photographs in all publications, presentations, and commercial reproductions for sale. A copyright label will be affixed to the back of all reproduced photographs.
5. As a courtesy, the Society would appreciate receiving one complimentary copy of any published work in which one of its photographs appears.
6. A patron may have access to view the photo collection; however, it must be under the supervision of either the Executive Director, member of the photograph committee, or a designated volunteer.
7. A photograph acquired from the Society may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, scanning, recording, or any information storage and retrieval system (including digital archives for future use), without prior written permission signed by the chairperson of the photograph committee and the Executive Director of the Society.
8. Buying a photograph from the Society's collection does not in and of itself constitute permission to use it in publications, public presentations, or for commercial purposes. To use one of the Society's photographs for any of the above purposes, the individual is required to sign a "reproduction rights" statement. For additional information regarding "reproduction rights" see items nine and ten.
9. The following is the fee schedule for a copy of a photograph and image from a slide in which it is strictly limited to personal use only. These charges do not include shipping costs, and a 6% sales tax for Pennsylvania residents. For any purchase exceeding \$50.00 there is a \$2.00 insurance charge.

### Computer scan copy on glossy or matte photo paper

Black & White / color on 8½ x 11 sheet      \$15.00

Black & White / color on 11 x 17 sheet      \$20.00

### Computer scan on non-photo paper

Black & White      \$3.00

