

# **American Civil War Center**

## **Photographic Services Production and Permission Fees**

### **Orders and Delivery**

Processing of photographic orders will proceed upon receipt by the American Civil War Center (ACWC) of full payment of use and production fees.

- Service orders will take approximately six to eight weeks. Because the ACWC does not have a photographer on staff, no rush orders will be accepted.
- Advance payment is required for all orders. The ACWC accepts cash, check, VISA or MasterCard.
- All orders are shipped First Class mail (unless special delivery is requested) with 5 to 7 day business delivery. A shipping and handling charge is added to every order. Shipping prices will be provided upon receipt and confirmation of an order. Alternate shipping options are available for an additional fee. For Federal Express shipping for patrons without a Federal Express account numbers, a \$30.00 fee will be added to the order for shipping. All digital images are sent on a CD-Rom.

### **Special Conditions and Fees**

Rates for uses not listed in this schedule will be quoted upon request. The ACWC reserves the right to charge special fees for some commercial uses as determined on a case-by-case basis. All fees listed are subject to change. Reduced rates are offered to patrons requesting reproductions of materials they have donated to the ACWC.

All re-use and/or change of use must be applied for in writing.

### **Non-profit Eligibility**

The ACWC is pleased to support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those able to prove legal not-for-profit status by providing suitable documentation such as an Internal Revenue Service tax-exempt certificate or letters of exemption.

### **Sales Tax**

Sales tax will be added to all invoices for photographic production and sales. Customers that are exempt from sales tax must provide proof of exemption by providing form ST-10 at the placing of an order for photographic services.

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## **Photographic Services Production and Permission Fees**

### **Conditions for use:**

1. To use this photographic copy only once and only for the purpose listed on the Reproduction Rights form. Use of an end paper or dust jacket or as any other advertisement constitutes a separate use and must be applied for in writing. Additionally, any subsequent editions and/or different languages, etc. constitutes re-use and must be applied for in writing.
2. To credit properly. The following is just the basic credit line, "American Civil War Center." When provided, the photographer's name must be used in the credit line. The ACWC asks that you follow these guidelines:
  - a. For published materials, the credit line should be easily accessible.
  - b. For films, filmstrips and video presentations include the credit within the "Sources for Illustrations" or "Credits" section of the production.
  - c. For websites and other Internet display, the credit line should appear directly below or adjacent to the image. The user's website must include a hyperlink to the ACWC website. The displayed image must either have the mouse right click function disabled or include a rollover text box with a statement indicating that the image cannot be used without the express permission of the ACWC.
  - d. For exhibitions, credit should appear in the exhibition area directly below or adjacent to the photographic copy.
3. To give the ACWC one complimentary copy of any published work, including CD-Rom products, in which the photographic copy appears.
4. To indicate in the accompanying caption or label any and all changes or alterations that have been made to the image, including cropping, tinting, or detailing. Altered images remain the property of the ACWC and cannot be used without permission.
5. To limit digital display to no more than 72 dots per square inch.
6. To return all transparencies within 120 days, unless other arrangements have been made in advance in writings. There are charges for late returns.
7. To not permit others to reproduce the photographic copy or any facsimile of it.
8. In authorizing the reproduction of works in its collection, the ACWC does not surrender its own right to publish or grant permission for others to do so.
9. The ACWC reserves the right to limit the number of photographic copies or xerographic copies, to restrict the use or reproduction of rare or valuable materials, and to charge different fees than the ones published herein.
10. Any exceptions or modifications to the above conditions will appear on, and be part of, the ACWC's letter of agreement

### **Concerning Copyright Restrictions**

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyright materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be used "for any other purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" the user may be liable for copyright infringement. The ACWC reserves the right to refuse to accept a copying orders if, in its judgment, fulfillment of the order would involve violation of the copyright law. The granting of permission to publish by the ACWC does not absolve users of materials from securing permission from copyright owners and payment of such additional fees as the owners may require if the ACWC does not own the copyright or if the material is not in the public domain. Applicants assume all responsibility for questions of copyright and invasions of privacy that may arise in copying and in the use made of the photographic copy.

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## Photographic Services Production and Permission Fees

### Photographic Reproduction Fees

Reproductions of materials from the collections of the ACWC are provided under license agreement for purposes indicated in writing by the user and agreed to by the ACWC. Conditions governing their use are specified in a contractual agreement generated by the ACWC and to be signed by both the user and a representative of the ACWC. Costs for reproduction of materials from the ACWC's collection are the sum of two fees: the **permission** and **production** fees. The ACWC reserves the right to deny requests at its discretion. The prices listed are subject to change.

### Permission Fees

#### Black and White Photographs: One-time use

Includes one-time, one-use, non-exclusive, single language, publication rights

#### For-profit entities

Editorial use (within books, periodicals and other published works)	\$75
Video, film, and DVD productions	\$100
Advertising and other non-editorial use	(min) \$250

#### Non-profit entities

Editorial use (within books, periodicals and other published works)	\$30
Video, film, and DVD productions	\$50
Advertising and other non-editorial use	(min) \$125

#### Black and White Photographs: Multiple use

Includes multiple usage within one publication, multiple language editions, promotional materials associated with a publication, e-book format; DOES NOT include future use or future editions of use on publication cover or packaging.

#### For-profit entities

Editorial use (within books, periodicals and other published works)	\$125
Video, film, and DVD productions	\$150
Advertising and other non-editorial use	(min) \$300

#### Non-profit entities

Editorial use (within books, periodicals and other published works)	\$60
Video, film, and DVD productions	\$80
Advertising and other non-editorial use	(min) \$150

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### **Photographic Services Production and Permission Fees**

#### **Color photographs: One-time use**

Includes one-time, one-use, non-exclusive, single language publication rights

##### For-profit entities

Editorial use (within books, periodicals, and other published works)	\$150
Video, film and DVD productions	\$200
Advertising and other non-editorial use	(min) \$300

##### Non-profit entities

Editorial use (within books, periodicals, and other published works)	\$50
Video, film and DVD productions	\$100
Advertising and other non-editorial use	(min) \$250

#### **Color photographs: Multiple use**

Includes multiple usage within one publication, multiple language editions, promotional materials associated with a publication, e-book format; DOES NOT include future use or future editions of use on publication cover or packaging.

##### For-profit entities

Editorial use (within books, periodicals, and other published works)	\$200
Video, film and DVD productions	\$250
Advertising and other non-editorial use	(min) \$350

##### Non-profit entities

Editorial use (within books, periodicals, and other published works)	\$100
Video, film and DVD productions	\$150
Advertising and other non-editorial use	(min) \$300

#### **Cover use**

Includes book or media packaging

For-profit entities	\$300
Non-profit entities	\$150

#### **CD-Rom publication**

##### Black and white photograph

For-profit entities	\$100
Non-profit entities	\$50

##### Color photograph

For-profit entities	\$200
Non-profit entities	\$100

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## Photographic Services Production and Permission Fees

### Internet use

Black and white photograph	
For-profit entities	\$100
Non-profit entities	\$50
Color photograph	
For-profit entities	\$200
Non-profit entities	\$100

### Production Fees

In addition to the above stated fees, users will be charged an "image production" fee. Users should note that the ACWC's collections include objects, artifacts, and images in disparate sizes, condition, and formats which affect the method of production. Some objects and images will require copy negatives, and others will not. Hence, total production fees are affected by the nature of the original material ordered as well as the user's desired end product. All negatives and color transparencies remain the property of the ACWC and are not available for purchase.

### Negatives and Transparencies

35mm color slide [duplication]	\$10
4x5 color transparency [duplication]	\$20
4x5 black and white copy negative	\$20
35mm color slide produced from photograph	\$30

### Black and white prints

8x10 photographic prints	\$30
11x14 photographic prints	\$45
16 x 20 photographic prints	\$65

### Color prints

8x10 photographic prints	\$40
11x14 photographic prints	\$65
16x20 photographic prints	\$85

### Transparency Rental

120 day rental	\$75
Late fee, per month	\$20

### Digital images

Images that require new scanning or custom specifications include an additional fee.

72 dpi, 8x10 image, JPEG file	\$15
400 dpi, 8x10 image, JPEG file	\$25
New/custom scan	\$10

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#### **Two or Three Dimensional Objects and Items Requiring Special Handling**

The ACWC reserves the right to restrict the reproduction of materials in our care based on conservation and preservation concerns. The ACWC reserves the right to charge additional fees as determined by the ACWC on a case by case basis.

Set-up charge (Photographer's fee)	\$150
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#### **Videotaping and Filming**

In some instances, at the discretion of the ACWC, users may film or videotape materials in our research collections. Please note that the museum requires at least forty-eight hours advance notice and that the applicable permission fees will be charged.

Set-up fee	\$100
Pull fee, per item	\$10

#### **Photocopies**

Photocopy requests are handled at the discretion of the Curator, and if accepted, patrons will also be responsible for research fees. Special photocopies that are made from an outside source will require two photocopies each. One will be for the patron and a preservation copy for the museum.

Photocopies of textual materials	\$.25
Photocopies of visual materials	\$.50
Color photocopies	\$1.00
Members	Free
Oversized photocopies	Ask for pricing

#### **Research**

Researchers will be charged a flat hour rate for research conducted by ACWC staff.

Research fee, per hour	\$40
Members	50% discount
Appointment in the Archives	\$8
Members	Free