

SWAN'S ISLAND HISTORICAL SOCIETY

A committee of the Swan's Island Educational Society

Swan's Island, ME 04685

Gwen May

Digital Collections Coordinator

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Historical Photographs Information Sheet

The collections of the Swan's Island Historical Society are significant and enduring resources for the study and documentation of the history of Swan's Island, Maine. The Historical Society realizes the visual value of its collections for a wide variety of personal, educational, commercial, and public relations applications. With this in mind it shall be the policy of the Swan's Island Historical Society to make available reproductions of its historical photograph collection subject to the following conditions, procedures and fees.

This document outlines the policy for duplicating photographs in the collection of the Swan's Island Historical Society. Images may be duplicated through one of two methods: digital files or printed images. The cost for reproduction of images from the Historical Society's collection is the sum of two fees: production and commercial use. Commercial use fees do not apply to reproductions made for personal use.

The Historical Society does not permit others to reproduce the photographic copy or any facsimile of it. In authorizing the reproduction of works in its collection, the Swan's Island Historical Society does not surrender its own rights to publish or grant permission for others to do so.

Some of the images in the Historical Society's collection are not available for reproduction and have restrictions for their use indicated by the owner of the original. Every effort has been made to identify those images in advance. A final check of those restrictions will be made prior to processing each order. If it is found that there are restrictions on an image ordered, the full amount paid for production of said image will be refunded.

General Information

All orders must be in writing. A signed copy of the *Reproduction of Photographic Images Form (see below)* must accompany each order along with full payment made out to *Swan's Island Educational Society*. Order forms may be mailed or delivered in person to the Swan's Island Historical Society.

Unless otherwise requested, all images are made available for personal use only. If the images are for publication or some other form of public display, commercial use fees will apply.

The Swan's Island Historical Society does not loan any archival materials including photographs from its collection to the general public.

Copyright Information

Work under copyright may not be reproduced for publication, whether on the internet or in print media,

without the permission of the author, photographer or other owner of copyright. The prospective user of any of these images is responsible for obtaining the necessary publication permission.

Delivery of an image by the Swan's Island Historical Society does not imply any reproduction rights. The Swan's Island Historical Society does not research copyright clearance. Please note that because we cannot guarantee the copyright status of specific items, you use materials found in our holdings at your own risk.

Some materials owned by the Swan's Island Historical Society might be protected by current copyright regulations. Outside the provision of the copyright law known as "fair use," the Historical Society reserves the right not to allow the reproduction of any part of its collections if it feels that said reproduction would be in violation of the copyright law. In other cases while the Historical Society may own an individual item, mere ownership does not constitute ownership of certain literary or intellectual rights. The patron assumes full and sole responsibility regarding any issue of rights, including but not exclusive to, rights of privacy, copyright, intellectual rights and/or literary rights.

Please note that some of the images in our collections have been obtained from other organizations for reference purposes. Permission to use these images should be obtained directly from those organizations.

Certain individuals depicted may claim rights in their likenesses and images. Anyone who intends to use these materials commercially should contact the individuals depicted or their representatives.

Citations

All reproductions used for publication or other public purposes must be accompanied by the following statement of credit: **Courtesy of the Historical Society of Swan's Island, Maine.** Full and proper credit must be given for each image published. It is preferred that the credit line appears on the same or facing page as the image. Each image must be individually credited.

Commercial Use Information

Photographic reproductions are for one-time, one-use, single-language publications. Please note that "use" by the Historical Society means that each and every use of an individual image counts as a separate use.

One-time use fees for the publication or exhibition of images will apply but will not be limited to books, magazines, newspaper articles, videos, and websites. In addition to use fees, **the Swan's Island Historical Society requests that copy of any publication in which images appear be donated to the Historical Society to be made available for public access at the Swan's Island Library.**

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Reproduction of Photographic Images Form

Name _____

Company _____

Address _____

Telephone _____ Email _____

Intended Use of Image: Circle all that apply

Personal Use or Research (no publication or public presentation)

Interior Decoration or Display (in a private home or office)

Printed Source – publications: magazine, newspaper, brochure

Television/Film Production - Video/DVD

Website Exhibition/Display/Presentation

Other – Please specify _____

SUBJECT Provide as much descriptive detail as possible, especially if file # in unknown. Include additional sheet if necessary to provide more detail about image.	FILE #	SIZE Indicate print size or mark CD if image is to be provided as a digital file	IMAGE FEE	COMMERCIAL USE FEE If applicable
			SHIPPING	\$8.00
			TOTAL	

Conditions

1. All orders must be paid in advance with check payable to: *Swan's Island Educational Society*
2. All reproductions used for publication, or other public purposes, must be accompanied by the following statement of credit: *Courtesy of the Historical Society of Swan's Island, Maine.*
3. Photographic reproductions are provided for the purpose(s) specified in this agreement. Other uses or subsequent reproductions are not allowed.
4. The user of the photographic image(s) provided through this agreement assumes all responsibility for determining if the image(s) is /are subject to copyright. The user assumes full responsibility for any copyright infringement or invasion of privacy that may occur as the result of the public use of the image(s).

I have read the above statements and agree to comply with the terms and conditions stated.

Signature _____ **Date**_____

Accepted by the Swan's Island Historical Society (representative signature)

Signature _____ **Date**_____

Explanation of Fees

1. Reproduction Fees – Fees are based upon the size and type of reproduction requested – print or digital file on CD. The fee covers the cost of paper, supplies, CD and labor.
2. Digital Files – All files will be provided as high-resolution TIFF images.
3. Commercial use fees – Use fees are assessed, in addition to the other reproduction fees, when the image is to be used for a commercial purpose. The fee is applied per image per use.

Image Reproduction Fee Structure

All users are charged with an image production fee. Orders are not processed until payment has been received. All prices are per image.

Photographic Orders

Photographs will be printed at 300 DPI using industry standard archival printing techniques. Image sizes available:

Up to 5" x 7" - \$10

Up to 8" x 10" - \$15

Up to 11" x 14" - \$25

Due to the unique sizes and proportions of the original photographs, the final prints may vary in size/proportions, but will be as close to the size ordered as the original permits.

Digital Image Reproductions

High Resolution File - \$15 per image

(Images in the Historical Society's digital collection are scanned or photographed at a high resolution (DPI) resulting in a file size of approximately 40 – 45 MB yielding a digital file that can produce large quality prints)

Digital image files will be saved to CD and mailed.

Shipping

Please allow three to four weeks for order processing and delivery of photographic prints or CD including digital files. A flat rate shipping fee of \$8 will be applied to each order.

Payment

Payment in full is due at the time of placing an order – checks made payable to *Swan's Island Educational Society*

Commercial Usage/Publication Fee Structure

All prices are per image/per use.

Publication – book, newspaper, magazine, brochure, etc.,

Images will be provided as high resolution files \$100

Web Site Usage - on a personal or commercial website

Images provided for web use will be low resolution \$50

Exhibition/Display/Presentation - Price is per site, per image

Permanent Installation (five years or more) \$100

Temporary Installation (less than five years) \$50

Public Presentation \$50

Policy adopted November 6, 2011 - Prices subject to change without notice