

Staff Photo Order Checklist

Initial and date when completed

- Provide and have patron complete Photograph
Reproduction and Use Agreement
- Collect payment
 - If by mail provide Nancy with a copy of
agreement to generate invoice
 - If in person provide Nancy with copy of
agreement and method of payment
- Check for existing scanned image in Past Perfect
 - If file exists, export image and burn CD
 - If image does not exist, scan image and burn CD
 - Save scanned image in Past Perfect
- Reshelve photograph
- File Photograph Reproduction and Use Agreement in
binder

PORTSMOUTH ATHENAEUM

9 MARKET SQUARE

PORTSMOUTH, NEW HAMPSHIRE 03801

(603) 431-2538

Photograph Reproduction and Use Policy

As a private, non-profit library the Portsmouth Athenaeum relies on the financial support of our membership, as well as those who utilize our collection. The fees assessed for photograph reproduction and use fund the administration, care, preservation, and processing of the photographs in our collection. A great deal of staff time and supplies are required for our collections to be made accessible for research and preserved for future generations.

The Portsmouth Athenaeum makes available photographs from its collection for study purposes and for an additional fee, publication. Photographs may not be reproduced in any form without the written approval of the Athenaeum. The fees below apply to *one time* use of materials. Materials reproduced from the Athenaeum collection may not be copied or used for any purpose other than that granted by the Athenaeum at the time of the initial approval. The Athenaeum reserves the right to stipulate the wording of credit lines on each 'item for which permission is given. We also request a complimentary copy of the publication in which the photograph(s) appear.

Fee Schedule

Photocopies

Athenaeum proprietors and friends	\$.10
All Others	\$.25

Photograph Scanning:

Digital scan on a disk (300 dpi)	\$25.00; >300 dpi \$50.00
8x10 print	\$20.00 plus scanning \$25.00
5x7 print	\$10.00 plus scanning \$25.00
4x4 or 4x6 print	\$12.00 plus scanning \$25.00

*Additional fees apply if reproduction or scan is to be used in a Publication (see below.)

Publication Fees and Regulations

One time use for commercial display or publication in magazine, journal, book, website, video, brochure, invitation, promotional materials, etc. -\$100.00

One time use as cover page, dust jacket, frontispiece, end papers, etc. -\$150.00

All publication fees are in addition to charges for scanning and reproduction listed above.

For bulk publications (5 or more images) a 40% discount will be given off publication fees.

The Athenaeum requires a complimentary copy of publications in which photographs appear.

The Portsmouth Athenaeum must be clearly stated in the credits of publications.

There is no charge for publication in the case of private use by Athenaeum proprietors and non-profits (non-commercial publications only).

The fees above will be assessed to Athenaeum proprietors and non-profits for use of its materials in commercial publications.

Prices subject to change.

Agreement stipulations:

- *Photographs may not be reproduced in any form without the written approval of the Athenaeum.*
- *Fees assessed are for one time use of materials.*
- *Materials may not be copied or used for any purpose other than that granted in initial approval.*
- *The Athenaeum reserves the right to stipulate the wording of credit lines on each item for which permission is granted*
- *The Athenaeum requests a complimentary copy of the publication in which the photograph(s) appear.*

Nature of use requested (personal study or publication):

Photographs requested:

Total cost for reproduction and use: _____

Name: _____

Address: _____

Phone: _____

Your signature below represents acceptance with the above agreement stipulations and the Portsmouth Athenaeum fee schedule for photograph reproduction and use.

Signature: _____

Signature of Athenaeum Staff: _____