

Image Use and Reproduction Policy

1. All requests to reproduce images from the Friends of Wood Memorial Library & Museum collections must be submitted on this form. The applicant agrees to abide by all terms, conditions, and provisions of this agreement. Staff must have advanced notice as it may take 1-2 weeks to process request.
2. Permission for reproduction of images is granted only for the express purpose described in the application. If the intended use of an image is for publication, **permission is authorized for one-time, non-exclusive use of that image**. Any change in use from that stated on the application, or subsequent use of the work beyond that specified in this agreement requires Wood Memorial Library & Museum's written permission. Friends of Wood Memorial Library & Museum will not sign any permission or licensing created by the requester.
3. Permission to reproduce images is valid only for the individual, company, or institution that signs the agreement and may not be transferred, assigned, sold or otherwise disposed of without written permission of the Friends of Wood Memorial Library & Museum. Copies or prints of images from the Friends of Wood Memorial Library & Museum's collections may not be deposited or placed on file in any other repository. This includes electronic filing methods.
4. Friends of Wood Memorial Library does not hold copyright over many of the images and illustrations in its collections. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the images.
5. Sale of a copy of a photograph, film footage, or illustration from Wood Memorial Library collections does not involve sale of copyright. Reproduction and Use Fees are charged for the images, based on Friends of Wood Memorial Library & Museum's physical ownership of the images, and not on copyright.
6. A credit line must accompany images used in an illustration of any kind. It should read "Courtesy of the Friends of Wood Memorial Library & Museum, South Windsor, Connecticut." It must be prominent and legible, and it must appear in the caption or in close proximity to the image or in the list of credits for each image. Website (electronic) images must contain the credit line as part of the image and must be linked to the Friends of Wood Memorial Library & Museum's website. Failure to properly credit images from Friends of Wood Memorial Library & Museum's collections will result in a \$200.00 fee per image every time the image is used or shown.
7. Wood staff will provide a scan between 300 and 600dpi. However, the quality of the scan is dependent upon the condition of the original image. We do not edit or touch up images. Patrons are responsible for payment for images they request. We do not refund. Friends of Wood Memorial Library & Museum reserves the right to refuse to reproduce images when it believes that reproduction might damage the original.
8. Prepayment of all fees, including use fees, is required before permission is granted for reproduction of images. Default in payment will immediately revoke permission.
9. Scanned images will be emailed or saved to a disc provided by the applicant.



FEE SCHEDULE FOR DUPLICATION AND PUBLICATION¹

Individuals and Nonprofits (for personal, non-publication use): 5 images and under: free
Additional images: \$5 per image

Commercial use: \$25 per image

Publication fees: \$75 per image for printed materials, plus a requested donation of the printed material (book, magazine, etc. for our archives)

\$75 per image per year for website use

Personal Photography

There is no charge for researchers taking photographs, however, the safety and preservation of the materials and objects take priority.

Although no fee is required the application still needs to be filled out and the researcher needs to understand that photographs are for academic and personal research only and may not be published or used commercially without permission.

¹ These fees are subject to change at any time.



APPLICATION FORM

Name: _____ Organization & Title: _____

Address: _____

Email: _____ Phone: _____

Intended Use of Material: Images are for personal research and will not be copied, reproduced, or publicly displayed Images will be reproduced For Profit Non-profit

Format: Advertisement Book CD-ROM
 Commercial display Dissertations/Scholarly use Exhibition
 Internet/Website Magazine Multimedia
 Non-editorial TV/film/video

*Title or description of use:**List of requested images by Object ID number:*

To the best of my knowledge the above information is accurate. I have the power to enter into this agreement and have read the Friends of Wood Memorial Library Image Use and Reproduction Policies and agree to abide by their conditions. For any other use, a separate application is required.

Signature of Applicant: _____ Date: _____

Permission is granted for the use described above. For any other use, a separate application is required.

Friends of Wood Memorial Library Staff: _____ Date: _____

Staff: Please photocopy this page and keep a copy for the Wood Archives files. Both copies must be signed.

