Image Reproduction Policy

As part of its mission, Westport Historical Society (hereafter WHS) provides reproductions of items from its collections for personal or research use. If an image is to be reproduced in any type of publication, DVD, broadcast, exhibition, website, etc., written permission is required. Reproduction and Use fees will be assessed. Using a reproduction of an image from the Society’s collections without the Society’s official written permission is illegal.

WHS is a private, 501-C-3, not-for-profit organization and is largely dependent on non-governmental sources, including contributions, investment income, and other revenue or operating funds. To make possible the continued growth of the Society’s collections, use fees help offset the costs of acquiring, cataloging and preserving the materials.

Terms of Use for Historical Images
Please read the following before purchasing a historic image for personal or commercial/non-profit use. When you complete the purchase of a WHS image you agree to these terms of use:

● If an image is to be used solely for non-commercial, personal or research purposes, a statement must be signed to this effect.
● Permission to use WHS’s images must be applied for in writing, including details about how the images will be used. Requests for images should be as specific as possible. If a request is extremely general, a search may be performed at the discretion of the staff. The staff of WHS reserves the right to refuse requests for any reason.
● Images may not be reproduced for purposes other than that agreed upon by WHS. **Images may not be re-sold or transferred.**
● The images obtained from WHS may not be altered or manipulated beyond requirements of normal image enhancement or cropping. Nothing may be done to change the integrity of the images. The images may be stored electronically for this use only. Images may be downloaded to a printer by the user for individual use only, **not for resale.**
● Images may be used on-line only at the discretion of the Society. Scanning must be at a low resolution (72dpi) to prevent the printing of high quality copies. Images may be used at a specific site only. Transmitting images to another site without the knowledge or permission of the Society is prohibited. All applications for use of WHS material on social media platforms (such as Facebook, Pinterest, YouTube, Instagram and Twitter) are prohibited. Fees and conditions of reproduction apply equally to internet use.
● WHS requests that at least one copy of any publication containing reproductions of its photographs be presented to WHS without charge.

Copyright
WHS does not own the copyright to most images in its collections. It is your responsibility to determine whether your proposed use violates copyright, and if so, to obtain permission from the copyright owner. In
some cases we have written agreements with copyright holders. In others, copyright has lapsed. Often, it is not clear who owns copyright. You, the user, are legally liable for complying with the provisions of the law. COPYRIGHT RESTRICTIONS: Material may be protected by copyright law (Title 17 U.S. Code).

WHS does not offer exclusive rights to any user, publisher, author, or photographer, and assumes no responsibility for duplication of subjects by others or any responsibility for claims by third parties.

In consideration of WHS furnishing of an image, the publisher/user agrees to defend, fully indemnify, and hold harmless WHS or its employees from and against any and all claims, actions, liabilities, expenses, losses, or damages (including but not limited to any based on libel, slander, or on rights of privacy, or of publicity, or on infringement of copyright or other literary or artistic rights claimed by others, irrespective of whether such claim arises out of any act or omission of the publisher/user, or any act or omission of any independent contractor having a contract with the publisher/user) including reasonable attorney’s fees, arising out of the use, publication, distribution, exhibition, or dissemination of any or all said photographs by the publisher/user or his or her agents or employees.

Credit

All photographic and other reproductions are to carry the credit line of WHS. This credit line should read:

©Westport Historical Society

If the image is part of a special collection or if the photographer’s name is known, that information must appear as well.

Fees

- Reproduction and usage fees are not negotiable.
- Use fees are charged for non-exclusive, one-time use of public domain and copyrighted material. Payment is due before any materials may be reproduced. Reproduction and processing fees apply to both commercial and non-commercial use.
- Any subsequent commercial use or reuse must be applied for in writing. Reuses will be charged a discounted fee.
- Please note that use fees are in addition to Photographic Reproduction and Processing Charges.

I have read these conditions and understand them. I agree to comply with the above. I understand that commercial rights are given for one-time use only. I agree to pay all photographic reproduction, processing, and use fees.

Signature________________________________________

Name (print) _________________________________________

Date _______________________________________________
Image Reproduction & Processing Fees

Digital Imaging (per image)

- Scan from original print ................................................................. $10
- Scan from original negative ............................................................ $15
- Scan from other formats - glass negative etc. .................................... $30

Commercial and Non-Profit
Publication & Exhibition Use Fees

Patrons requesting reproductions of photographs from our collections for publication and/or public exhibition in any medium must submit an Order Form and Permission to Publish Request. Use fees for any publication or exhibition are charged in addition to Image Reproduction Fees.

Print Media

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<tr>
<th>Not-For-Profit</th>
<th>For-Profit</th>
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<tbody>
<tr>
<td>First image ..........$25</td>
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Advertising and Non-Editorial Use

Reproduction of images for use in unbound materials, postcards, posters, brochures, calendars, broadsides, etc.

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Exhibition Fees

Reproduction of images for exhibition or display purposes, including websites, films or documentaries. Fees do not include any publication rights or permission for other uses.

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<td>Reproduction for exhibition by museums, schools and other not-for-profit organizations ..........$25</td>
<td>Reproductions for exhibition by corporations, banks, and other for-profit organizations ..........$250</td>
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<tr>
<td>Up to 5 images.............$25</td>
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World Wide Web

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<td>Commercial ..........$200</td>
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Commercial Video Production

Fees for on-sight filming of images from the Archival, Textile, and Object Collections at the Westport Historical Society ................................................................. $125 per hour

Other Uses

- Print news media, press-release .................................................. No fee
Reproduction Order Form

Conditions of Use and Policies:

❑ Personal / Research Use

   I understand that these images are for personal or research purposes only. If I decide to reproduce the images in any way, I will contact Westport Historical Society in writing for permission.

❑ Reproduction Use in a publication, exhibit, video, DVD, CD-ROM, film, advertisement and/or website.

   I understand that all images reproduced in any medium require the written permission of Westport Historical Society; use fees and conditions apply.

• Payment is required before orders are processed; we accept checks, Visa, MasterCard or American Express
• Please allow 1-2 weeks once payment is received for regular orders; larger or special orders may take longer.
• Postage and handling $5.00 minimum.

Signature: _________________________________________________ Date: _______________________

Shipping Address

Name: ____________________________________________________________________________________
Company: ________________________________________________________________________________
Address: ________________________________________________________________________________
City: _____________________________________________ State: ___________________ ZIP: __________
Phone: ( ___ ) __________________ Fax: ( ___ ) __________________________
Email: ____________________________________________________________________________________

Shipping Method:  ❑ Regular Mail  ❑ Recipient’s Fed-Ex # __________________________________________________________________________

❑ Email

Method of Payment

❑ Check        ❑ Money Order                           Credit Card:  ❑ Visa       ❑ Master Card       ❑ AmEx
Card # ___________________________________________ Exp. Date: _______________________
Name: ____________________________________________________________________________________
Address: ________________________________________________________________________________
City: _____________________________________________ State: ___________________ ZIP: __________

Signature: ______________________________________________________________________________

STAFF ONLY BELOW THIS LINE

________________________________________________________________________________________
Total: $ _________________________  Job #: ______________ Date Completed: ________________
Image Reproduction Work Order

**Digital Imaging (per image)**

- Scan from original print ......................................................... x $10 =
- Scan from original negative or slide ....................................... x $15 =
- Scan from other formats - glass negative etc ............................... x $30 =

Total $ __________

**Commercial and Non-Profit**

Publication & Exhibition Use Fees

**Print Media**

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**Other Uses**

- Print news media, press-release ................................................. No fee
**Image Reproduction Worksheet**

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<th>Negative/Slide</th>
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**Digital imaging Fees -- Total $______**

**Use Fees -- Total $______**

**Total $______**