

P.O. Box 124
Southbury, CT 06488-0124

PHOTOGRAPHIC SERVICE FEES*

Photographic Prints:	Commercial Fee	Non-Profit Fee
8 1/2 x 11 B&W inkjet print from existing scan	\$15	\$10
8 1/2 x 11 color inkjet print from existing scan	\$20	\$15
Color Xerox	\$10	\$ 5

Digital Images and Scans – The Southbury Historical Society will digitize two-dimensional materials in good condition that are 12" x 17" or less. All digitizing is done by SHS staff or contracted with a local graphic designer of our choosing. SHS does not loan from its collections nor allow individuals to scan on-site.

New Digital Images:

High Resolution (or TIFF) Scan (Unless otherwise requested, images are 300 dpi .tiff files rendered to CD and mailed to the supplied address.)	\$75	\$60
Low Resolution (or JPEG) Scan	\$35	\$20

Existing Digital Images:

High Resolution (or TIFF) Scan	\$40	\$30
Low Resolution (or JPEG) Scan	\$20	\$10

New Photography (for images that require new photography)

New Photography 2-D	\$200	\$150
New photography 3-D	\$250	\$200

PHOTOGRAPHIC USE FEES*

Public Display

(Display of images in office, restaurant, etc.) \$25/image \$15/image

Advertising Use

(Use of images for postcards, posters brochures,
book covers, websites, etc.) \$25/image \$15/image

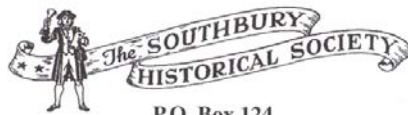
Editorial Use

considered upon request

SHIPPING AND HANDLING FEES

Domestic Federal Express	\$25	\$25
Foreign Federal Express	\$45	\$45
Domestic US Postal Service	\$ 5	\$5
Overseas US Postal Service	\$10	\$10
Rush Fee	\$50	\$50

*Fees are per image. Payment must be made in advance. Checks should be made payable to the *Southbury Historical Society*.



P.O. Box 124
Southbury, CT 06488-0124

APPLICATION FOR PERMISSION TO USE PHOTOGRAPHIC IMAGES

Name:

Job Title:

Institution/Company Name:

Institution/Company Status: **For Profit** **Non-Profit**

Street Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Website:

Image/s to Reproduce: (please include a description of each item requested for reproduction. Please use reverse side of this form if more room is needed)

Description of Use of Image/s:

Advertising

Broadcast/Film Production

Commercial Display in Office/Business

Publication/Editorial (dust cover, book cover, brochure, calendar, advertising or promotional purposes, individual reproduction) *Title:*

Author:

Publisher:

Expected date of publication:

Other (please explain)

I HAVE READ AND UNDERSTAND THE POLICIES EXPLAINED UNDER THE *CONDITIONS OF USE* AND AGREE TO THESE TERMS.

Signature of applicant

Date

PERMISSION IS HEREBY GRANTED FOR ONE-TIME USE ONLY, WITH NO OTHER RIGHTS, OF THE PHOTOGRAPHIC IMAGES LISTED ABOVE AND/OR ON THE REVERSE OF THIS FORM, FOR THE PURPOSES SPECIFIED IN THE *DESCRIPTION OF USE*. PERMISSION IS GRANTED IN ACCORDANCE WITH THE CONDITIONS LISTED UNDER THE *CONDITIONS OF USE*, AND UPON PAYMENT OF ANY AND ALL FEES INVOLVED.

SHS Representative

Date

CONDITIONS OF USE

1. Permission is for one-time use only, as described on this form, with no other rights. Any subsequent use (including subsequent editions, paperback editions, etc.) constitutes re-use and must be applied for in writing to the Archivist of the Southbury Historical Society. An additional fee will be charged for re-use.
2. Each item must be reproduced in its entirety unless identified as a detail. Nothing may be superimposed over the reproduction. The reproduction must be in full tone black & white or full color and may not be reproduced on color stock.
3. All reproductions must be credited as follows (abbreviations are not permitted):
Collection of the Southbury Historical Society, Southbury, Connecticut
 - With printed matter, the credit line must appear with the item or on a credit page, indicating the page number and the location on the page, for each item. Crediting of each individual item is mandatory in all cases.
 - With slide presentations and video productions, credit must appear with other credits at the beginning or the end of the production.
 - With display or exhibition, please credit each image within the display or exhibition area.
4. Usage fees are assessed according to type of use. Payment of this fee does not exempt the user from the credit line requirement.
5. One complimentary copy of each publication or production in which the photographic copy appears must be sent to the Southbury Historical Society Archives immediately upon completion.
6. The user may not reproduce or permit others to reproduce the Southbury Historical Society's photographic images or any facsimile of them. Additional copies of the original images must be purchased from the Southbury History Society.
7. In authorizing the publication of a photographic copy, the Southbury History Society does not surrender its own right to publish it, or to grant permission to others to do so.
8. All responsibility for possible copyright infringement and invasion of privacy arising from use of reproductions is assumed by the user.
9. This Application for Permission to Use form constitutes our entire agreement. Any exceptions or additions to the above conditions will appear on, and be considered part of, the permission form.