

Sharlot Hall Museum Library & Archives

Reproduction Services Price Schedule

All researchers and patrons must pay reproduction costs as per State of Arizona laws. Sharlot Hall Museum cannot give away for free any State property. All reproduction services must be prepaid by cash, check, Visa, MasterCard or Discover. Companies, non-profit organizations or government agencies may be invoiced. Invoicing is not available to individuals.

Photocopy Services

All copies are in black & white and on blue paper. Patrons will do their own copying unless it is a fragile or an oversized item, and then staff will do the photocopying.

Photographs CANNOT be photocopied.

Photocopies (In-Person)

SHM Member \$0.20 per page

Non-SHM Member \$0.30 per page

Photocopies (Service Fee)

Email, phone and regular mail research requests that require SHM staff to research, retrieve and deliver to a patron will be charged the following:

1-5 pages generated \$5.00

5+ additional pages \$5.00 + \$1.00 per page

Due to limited staff and available time, only 30 minutes is allotted to all research requests that are submitted via email, phone or regular mail. If you want to have more time dedicated to your research request you are welcome to visit our Research Center in person or request a list of local researchers who can be hired to do more extensive searches on your behalf.

Photographic Services

Images are scanned at 600 dpi and saved as JPEG files. Sharlot Hall Museum does not provide print copies of photographs.

CD

First Photograph \$15.00

Each additional photograph (same order) \$5.00 per image

Photographs sent via Email or FTP \$10.00 per image

Rescanning Photos – to increase DPI for publications and commercial venues

700-800 DPI Scan \$30.00 per image

900-1100 DPI Scan \$40.00 per image

1200+ DPI Scan \$50.00 per image

Large Size Photos – For original photographs that are larger than 11” X 17” please contact the SHM Library & Archives Reference Desk for pricing.

Map Reproduction Services

Maps are scanned at various DPIs depending on the map and size. DPI is listed in the metadata for each map. Maps are only loaded onto CD and mailed via U.S. Postal Service First Class.

Scanned Maps – must already be scanned maps

CD

First Map

\$15.00

Each additional map (must be same order and already be scanned)

\$5.00 per image

Unscanned Maps

For maps not yet scanned please contact the Library & Archives Reference Desk for pricing.

Audio Recordings (Oral History or Lectures/Presentations)

Oral History Transcripts (up to 30 pages)

\$15.00

Oral History Transcripts (30+ pages)

\$15.00 + .30 cents per page

CD (mp3 format)

\$15.00 per Interview

Educational Use

Academic professionals, certified teachers and students working on a thesis, dissertation or school paper/project needs only to pay reproduction costs. You will need to provide proof that you are a certified educator or student.

Shipping & Handling

A \$7.50 shipping charge will be added to each order. Orders will be shipped via U.S. Postal Service First Class. An additional fee may apply for large orders. An account number must be provided by the patron for shipping via UPS or FedEx. Prices vary for international shipping and the patron will be charged the current international rates.

Rush Orders

For all rush orders that require Sharlot Hall Museum Library & Archives to process an order within 48 hours; reproduction costs will be doubled. We will not process any orders less than 48 hours.

Permission to Use Fees Schedule

Permission to Use fees are fees paid in addition to reproduction costs. These fees are assessed for all individuals, for profit businesses, non-profit businesses and government agencies that plan to use the item(s) in a commercial project. All Permission to Use fees must be approved in advance and prepaid by cash, check, Visa, MasterCard or Discover.

Still Images

Editorial Use (per image)	Print Run/Subscribers	Fees
Commercial publisher, for-profit businesses and individuals: Printed materials such as books, magazines, periodicals, serials, posters, newsletters, event programs, pamphlets, brochures, postcards, calendars, clothing, etc.	Under 2,000	\$25.00 per image
	2,001 to 5,000	\$50.00 per image
	5,001 to 10,000	\$75.00 per image
	10,001+	\$100.00 per image
Non-profit businesses & government agencies: Printed materials such as periodicals, newsletters, books, newspapers, journal articles, posters, etc.	Under 2,000	\$12.50 per image
	2,001 to 5,000	\$25.00 per image
	5,001 to 10,000	\$37.50 per image
	10,001+	\$50.00 per image

Advertising Use (per image)

For profit businesses or individuals	\$200.00 per image
Non-profit businesses or government agencies	\$100.00 per image

Video, Television, Film, CD-ROM (per still image)

For profit businesses or individuals: one-time use	\$125.00
For profit businesses or individuals: multimedia or world rights	\$200.00
Non-profit businesses or government agencies: one-time use	\$75.00
Non-profit businesses or individuals: multimedia or world rights	\$100.00

Website, Internet, Electronic Use (per image)

For profit businesses, Non-profit businesses, government agencies or individuals	\$100.00
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Presentation/Lecture Use (per image)

For profit businesses (one-time use)	\$25.00
Non-profit businesses and government agencies (one-time use)	\$12.50
Individuals (one-time use)	\$15.00
Academic Professionals, Certified Teachers and Students	See Archivist

Exhibition Use (per image)

For profit businesses	\$120.00
Individuals	\$50.00
Non-profit businesses and government agencies	\$25.00

Re-Use (e.g. subsequent edition, medium, language) 50% of original fee

Audio & Moving Images

Audio

\$50.00 up to the first 5 minutes per audio recording; contact SHM L&A for fees regarding additional minutes.

Film or Video (with or without sound)

\$150.00 up to the first 5 minutes per film or video recording; contact SHM L&A for fees regarding additional minutes.

Sharlot Hall Museum Library & Archives
Contract Application for Permission to Publish, Broadcast or Exhibit

This application is **REQUIRED** to receive permission to publish, broadcast or exhibit images of materials in the Sharlot Hall Museum collection in either hard copy or digital formats.

Name of Applicant: _____

Organization or agency (if applicable): _____

Type: Commercial Non-Profit # _____ Government Agency

Address: _____

City, State, Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Intended Use of Material:

Title of Work:

Author/Producer:

Publisher:

Projected date of publication/broadcast/presentation/exhibition:

Format:

- Book Periodical Newspaper Advertisement Film/Video Program Website/Internet
 CD-ROM School Project/Paper Lecture/Presentation Exhibit/Display
 Other (Please describe) _____

Material to be Used:

Call Number	Title or Description

Statement of Responsibility: I certify that the information on this form is correct and I accept the condition of use. I am authorized to enter into this agreement on behalf of the above organization.

Signature of Applicant: _____ **Date:** _____

Payment: Cash Check # _____

Credit Card Number: _____ Exp Date: _____

The Sharlot Hall Museum Library & Archives acknowledges payment in accordance with the conditions specified herein. Permission is hereby granted to the above for the use described herein.

Approved: _____ Date: _____
 SHM Representative – not valid without signature

CONDITIONS OF USE

The applicant agrees to send the Sharlot Hall Museum on complimentary copy of the work containing the reproduction.

This application is solely for permission to publish, broadcast or exhibit images. A separate application and costs are required to create reproductions of Sharlot Hall Museum materials.

Permission is granted only (a) when this application is countersigned by an authorized representative of the Sharlot Hall Museum Staff and (b) when all costs & fees are paid.

The Sharlot Hall Museum reserves the right to refuse permission if it believes the reproduction process might damage an original and reserves the right to impose such conditions as it may deem advisable in its sole and absolute discretion in its best interests.

Scope of Permission:

Permission to use the items is limited to the applicant and is **non-transferable**. **Permission is granted only for the express purpose described in this application. Items from SHM may not be copied, scanned, exhibited, resold, donated/bequested to other institutions or used for any other purpose than that specified in this application.**

This permission is non-exclusive. SHM reserves the right to reproduce the image and allow others to publish, broadcast or exhibit the image.

Unless, approved in advance by Sharlot Hall Museum, each image must be used unaltered and in its entirety, resizing the image is permissible.

Any change in use from that stated on the application requires written permission from Sharlot Hall Museum.

Any subsequent use (including subsequent editions, paperback editions, foreign language editions, use in a different medium, etc.) constitutes **re-use** and **requires separate written authorization**.

Additional Permissions: Besides the permission of Sharlot Hall Museum, **additional permission** may be required. Those permissions may include, but are not limited to:

Copyright: SHM material may be subject to copyright. The SHM does not make any representations or warranties regarding the copyright status of any items in its collections. The granting of permission to publish, broadcast or exhibit material does not absolve the publisher from securing permission from copyright owners and payment of such additional fees as the copyright owners may require if SHM does not own the copyright and the material is not in public domain.

The applicant is responsible for determining the copyright status of any such materials and, in all cases of copyrighted materials, for securing any necessary permission from the copyright owner. SHM reserves the right to require proof of such permission, or proof that such permission is not legally required, before copying or releasing a copy of any item.

The copyright law of the United States (title 17, U.S.C.) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The applicant is solely responsible for complying with U.S. copyright law in publishing, broadcasting, or exhibiting image of material from Special Collections. In all instances, the applicant agrees to defend, indemnify and hold the Sharlot Hall Museum and their employees and agents, as well as the State of Arizona, harmless against any and all claims arising or resulting from the use of images.

Privacy/Publicity: Individuals depicted in images may have privacy or publicity rights. Sharlot Hall Museum reserves the right to require a release from identifiable individuals whose rights of privacy or publicity may be violated by publication or exhibition of the image.

Cultural Protection: Sharlot Hall Museum extends the right of privacy to include ceremonial objects and rites of Native Americans. In all instances, the applicant agrees to defend, indemnify and hold the Sharlot Hall Museum, and their employees and agents harmless against any and all claims arising or resulting from the use of the images.

Owner of Original: If Sharlot Hall Museum material is itself a reproduction, the written permission of the owner of the original is required.

Credit:

In addition to any applicable copyright credit, all use of the materials must credit Sharlot Hall Museum as the owner of the source material. The credit should appear in close proximity to the image or in a special section devoted to credits. The source credit shall read substantially as follows:

Courtesy of Sharlot Hall Museum / Name of the collection / Location of the item by box & folder, or to the unique identification information.

The payment of a commercial use fee does not exempt the user from the source credit obligation. Failure to include a credit line or inaccurate captions or credits shall require the applicant to pay the sum of One Hundred Dollars (\$100) per image, as liquidated damages and not as a penalty in view of the difficulty of assessing actual damages for this breach.

Copies of image shall not be deposited in another library, archive or repository without the permission of Sharlot Hall Museum.

Promotional Use:

As an incident to an authorized use, in connection with the marketing and distribution of the Product, applicant may use the image on the packaging of the product and in any advertisement, product catalogs, or publicity or promotional materials (a "Promotional Use"), provided that if the image is so used, Sharlot Hall Museum shall be given a credit in the same page as the image appears.

Applicant agrees that any Promotional Use will be made solely in a manner that indicates that the image is part of the content of the Product, and Sharlot Hall Museum's name will not be used as aesthetic or design elements in such Promotion Use. Without limiting the generality of the foregoing, applicant shall not use the image or Sharlot Hall Museum's name in any manner which creates any association between the image and/or the Sharlot Hall Museum and applicant to such an extent that any goodwill towards the Product of applicant arises in the image and/or Sharlot Hall Museum's name, and applicant agrees that it will not have right, under any circumstances whatsoever, to claim, and will not claim, that such goodwill has arisen or the applicant is entitled to the benefits, if any, thereof.