



## **History Room Reproduction Policy and Fee Schedule**

### **Reproductions for Personal and Educational Use**

Library staff will provide copies of two-dimensional text and images in the collections of the Sagadahoc History & Genealogy Room, Bath Historical Society, and West Bath Historical Society at their discretion and in accordance with this policy and the copyright law of the United States. Staff reserve the right to refuse a copy request for any reason.

#### *Study copies*

Staff will make study copies for a fee, on 8-1/2 x 11 copy paper or scanned to PDF. There is a 50 page daily limit.

#### *Reproductions*

Quality reproductions of two-dimensional media are made to order (pending approval by Patten Free Library, Bath Historical Society, or West Bath Historical Society), at the rates outlined in the Reproduction Fee Schedule. Patrons must request quality digital reproductions through the Request for Reproductions / Permission to Publish form, included at the end of this document.

Staff will respond to reproduction requests within 15 days. Patrons can expect to receive reproduction quality images within 15 days of payment unless otherwise notified. Availability, lead time, and fees for the reproduction of fragile, oversized, three-dimensional, and recorded media are determined by the condition of the material, staff availability, vendor availability, and associated costs.

Unless otherwise specified, reproduction quality images are furnished by email in JPEG format, 300dpi at 100% of original size, in RGB color, 24 bits per pixel (8 bits per color channel). Digital reproductions are provided "as is." Staff do not edit images.

The library does not provide quality print reproductions or digital storage such as USB flash drives or CDs. Patrons may receive files by email, provide their own storage devices, or provide the email address of their chosen printing service.

Supplying a copy is not an authorization to publish. Refer to the section on Permissions & Licensing.

#### *Photography*

Non-flash photography by patrons is permitted. Photographs are understood to be for personal use only. For other uses, see the section on Permissions & Licensing.

### **Copyright**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific 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 library reserves the right to refuse a copying order if, in its judgement, fulfillment of the order would involve violation of copyright.

**Reproduction Fee Schedule**

	Study Copies	Quality Reproductions
Published Material	\$0.25 / page, 50 page limit <i>\$0.20 for members of Bath Historical Society</i> Color copies: \$1.00 / page	\$15.00 / item (incl. verso) \$5.00 / additional pages
Unpublished Materials	\$0.25 / page, 50 page limit <i>\$0.20 for members of Bath Historical Society</i> Color copies: \$1.00 / page	\$15.00 / item (incl. verso) \$5.00 / additional pages
Fragile/Oversize Materials	To be determined	To be determined
Three-Dimensional & Recorded Media	To be determined	To be determined
Search & Copy from Microfilm (newspaper articles, obituaries)	\$5.00 per item	Not applicable

**Permissions & Licensing**

Permission and/or licensing for commercial use, publication, display, or distribution of images and text must be obtained prior to use. A non-exclusive, one-time use license may be required to use an image for publication, websites, exhibition, film or television broadcast, and other projects.

Permissions and licenses can be obtained through the Request for Reproductions / Permission to Publish form. Some images are also available through VintageMaineImages.com (managed by Maine Historical Society). The History Room staff may license only the works of which Patten Free Library is the copyright holder. Licensing of works in the collections of Bath Historical Society and West Bath Historical Society are subject to their approval. Library staff may collect licensing fees on behalf of Bath Historical Society and West Bath Historical Society.

**Permissions/Licensing Fee Schedule**

	For Profit	Not For Profit
Use in the body of a book, magazine, display, exhibit, film, video, website/blog, or social media account	\$50.00	\$30.00
Use on the cover of a book, magazine, or video/album	\$100.00	\$60.00
Use in a commercial advertisement, major motion picture, or commercial product (postcard, calendar, poster, apparel, etc.)	\$500.00	To be determined

**Acknowledgements**

A credit line referencing the Sagadahoc History & Genealogy Room, Bath Historical Society, or West Bath Historical Society must appear directly beneath the image, or, for media covers, video, and television, such credit must appear in the section devoted to acknowledgements. Questions regarding proper credit should be directed to the Sagadahoc History & Genealogy Room.



## Request for Reproduction / Application for Permission to Publish Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Affiliation: \_\_\_\_\_  For Profit  Non-Profit

### Materials to be Used

ID #	Creator or Collection	Title or Description
------	-----------------------	----------------------

### Intended Use of Material

These materials are for personal use and will not be copied, reproduced, or publically displayed.

These materials will be reproduced for educational purposes.

Intended use:

- Use in a K-12 lesson or student project
- Use in a post-secondary student project
- Use in a talk or lecture

These materials will be reproduced for publication.

Intended use:

- Use in the body of a book, magazine, display, exhibit, film, video, website/blog, social media account
- Use on the cover of a book, magazine, video/album
- Use in a commercial advertisement, major motion picture, or commercial product

Title or description:

Format:

Author/Director/Producer:

Publisher:

Projected date of publication:

Estimated size of edition (number of copies/size of market):

### Agreement

I agree to abide by the conditions for reproduction and publication set forth in the Sagadahoc History & Genealogy Room Reproduction Policy & Fee Schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please allow 15 days for a response.*

### Reproduction Fee Schedule

	Study Copies	Quality Reproductions
Published Material	\$0.25 / page, 50 page limit \$0.20 for members of <i>Bath Historical Society</i> Color copies: \$1.00 / page	\$15.00 / item (incl. verso) \$5.00 / additional pages
Unpublished Materials	\$0.25 / page, 50 page limit \$0.20 for members of <i>Bath Historical Society</i> Color copies: \$1.00 / page	\$15.00 / item (incl. verso) \$5.00 / additional pages
Fragile/Oversize Materials	To be determined	To be determined
Three-Dimensional & Recorded Media	To be determined	To be determined
Search & Copy from Microfilm (newspaper articles, obituaries)	\$5.00 per item	Not applicable

### Permissions/Licensing Fee Schedule

	For Profit	Not For Profit
Use in the body of a book, magazine, display, exhibit, film, video, website/blog, or social media account	\$50.00	\$30.00
Use on the cover of a book, magazine, or video/album	\$100.00	\$60.00
Use in a commercial advertisement, major motion picture, or commercial product (postcard, calendar, poster, apparel, etc.)	\$500.00	To be determined

Please refer to the Sagadahoc History & Genealogy Room Reproduction Policy for more information.

*Please allow 15 days for a response.*