

## PHOTO COPY/PHOTOGRAPHIC AND AUDIO REPRODUCTION POLICY

Updated 12/12/2002

Approved by the Board of Directors

1/28/2003

Provisions subject to change without notice

### GENERAL INFORMATION AND PROVISIONS:

**The Cumberland County Historical Society is a 501 © 3 non-profit entity whose purpose it is “to collect, preserve, interpret and promote research of the history of Cumberland County, Pennsylvania, from the first Native Americans to the present.” The Society’s collections are privately held, maintained and made available to the public for research purposes at the discretion of the governing authority of the institution. The Society is not a public library, public archives or governmental body.**

**The Society is the repository of many historic records of Cumberland County Government. Copies of these records either in paper, photographic, or electronic format will be provided to patrons subject to the laws of the Commonwealth of Pennsylvania. Any copy of these records is not “official” and will not bear an authorized seal of any county agency. These records will not be stamped with a byline from Cumberland County Historical Society. Patrons interested in obtaining official copies of county records must contact the county directly.**

The collections of the Cumberland County Historical Society are significant and enduring resources for the study and documentation of the history of Cumberland County, Pennsylvania. The Society realizes the visual value of its collections for a wide variety of educational, commercial, and public relations applications. With this in mind it shall be the policy of the Cumberland County Historical Society to make available reproductions of its collections subject to the following conditions, procedures, and fees.

For the purpose of this document “reproduction” shall be defined as the electronic or mechanical production of an image illustrating an artifact, photograph, audiotape or any other material owned by the Cumberland County Historical Society. The following media shall be included in this policy: photograph, slide, print, negative or other types of still photographic media, digital format (either through a digital camera or scanner), audio materials and video reproduction.

All individuals, institutions, organizations and companies desiring photographic image or images of artifacts, photographs, or library materials held within the Society’s collection must first consult the staff of the library, photo archives, or museum. Orders for photographic reproduction of objects, photographs, and material must be made using the appropriate form.

Commercial media companies and their employees covering news related items in conjunction with a new acquisition, exhibit opening, special event, program or other activity which is publicity or news related shall be allowed, with prior approval from the appropriate staff

member, to record photographic image or images of the holdings of the Cumberland County Historical Society. No fee will be charged.

The staff of the CCHS reserves the right for *any* reason to deny, limit or restrict any reproduction request. The appropriate staff member of the CCHS will provide a reason for the denial, limitation or restriction in writing to the requestor. Possible reasons for modifications or refusal of reproduction work could include, the fragile condition of the artifact, photograph, or other materials, or intellectual, privacy or copyright issues.

Patrons agree *not* to publish, reproduce, display or distribute any reproduction of material or objects provided to them by the Cumberland County Historical Society, without securing the appropriate permission and the payment of usage/publication fees.

Violations of any portion of this policy by a patron could result in the loss of research privileges and/or legal action.

The director of the institution has the right to waive fees and other provisions of this policy. Application for a waiver of fees or provisions must be in writing (fax, letter or email) and sent to the attention of the director.

#### **REPRODUCTIONS:**

**The Society asks that all reproduction orders be prepaid.** For patrons' convenience, the Society does accept Visa and MasterCard, as well as checks and money orders. Checks and/or money orders should be made payable to the "Cumberland County Historical Society."

Orders may take up to four weeks to complete. Rush Service may be available at an additional cost. Patrons desiring rush services should consult the appropriate department head for details and availability of this service.

The Society **does not rent images** for reproduction purposes.

**Reproduction of any part of the Society's collections does not constitute permission to use or publish. See the document entitled "Usage/Publication Policy."**

#### **Paper Photocopies:**

A staff member or their authorized representative will make all photocopies of Society materials. These copies will bear a stamp denoting the material is from the collection of the Cumberland County Historical Society and may be protected by current copyright laws.

Personal copiers **are prohibited** at the Cumberland County Historical Society.

#### **Microfilm Reproductions:**

Patrons desiring paper copies of microfilm records held by the Society can make copies of the

microfilm on the Society's microfilm printing machines located in the library reading room. During crowded days a 30 minute per patron time limit may be placed on the microfilm printing machines by the library staff while others are waiting.

**Number of Paper Copies:**

**Paper copies are limited to 25 copies per patron, per visit, per department.** The appropriate staff member must approve requests for additional copies and, if approved, the patron will incur an additional surcharge for each increment of 25 copies made. During busy periods staff may determine that copies cannot be completed within the day. In this situation a patron's order may be completed at a less busy time and the copies will be mailed to the patron. The patron will pay mailing costs.

The Society **will not** reproduce a monograph in its entirety.

**Scanned Digital Images:**

Self-scanning of paper documents (such as original manuscripts), or printed matter held within the Society **shall not** be permitted. This includes flat bed scanners, document feeders, hand-held scanners (OCR, Optical Character Recognition), microfilm scanning devices and/or equipment and wand devices.

Three-dimensional objects **will not** be scanned.

The CCHS, with the approval of the appropriate staff member, can upon request, provide a patron with an electronic image produced from a scanner of a two-dimensional item which does not exceed 8" X 14." All such requests must be made in writing. This image will be provided to the patron on a sheet of photographic paper printed on the Society's ink jet printer, on a CD-ROM, or emailed to the patron. Images placed on compact disk or on photographic paper will be scanned at 300 DPI and placed in TIFF format. Higher or lower resolutions, as well as different formats, are available upon request. The Society does not crop any image or archival documents during scanning. The appropriate staff member of the institution may deny permission to scan any item if it is felt the scanning could be detrimental to the preservation of the document or photograph. There is a fee for this service and shipping and handling fees also apply.

This electronic image shall be for **personal use only**.

**Digital Photography:**

Digital photography **by a patron** of any item or object held in the Photo Archives, Library or Museum shall **not** be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, paper or presentation. Proof of student status may be required.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement

The use of a flash is strictly prohibited.

The number of digital images allowed by a patron who fits the above criteria will be limited to three per project.

A member of the staff, or their designated representative, will digitally photograph items currently in storage and not on public display. The requestor will incur a charge. The image (in JPEG) format, generated from the Society's digital camera, will be emailed, printed on photographic paper, or placed on a CD-R disk as requested by the patron. For images printed on photographic paper or "burned" to a CD-R and mailed to the patron, a shipping and handling fee will apply.

Patrons desiring a more professional digital photograph must hire an outside professional photographer approved by the Society. For fees for this service please see the "Photo Copy/Photographic and Audio Reproduction Fee Structure."

### **Still Photography:**

Still photographic reproduction **by a patron** in the Photo Archives, Library or Museum shall **not** be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, paper or presentation.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives, library or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement

The use of a flash is strictly prohibited.

The number of still images allowed by a patron who fits the above criteria will be limited to three per project.

Patrons desiring a still photographic image of a item currently in storage, or a more professional image of an item in the Cumberland County Historical Society collection on display, must hire a professional photographer approved by the Society.

The Society shall receive a copy of any such professional photographic work in the format recorded and shall be free to use the image in any way it sees fit.

**Copies of still images held by the Society's Photo Archives, including prints and 35MM slides, can be purchased. For fees see "Photo Copy/Photographic and Audio Reproduction Fee Structure." For use and publication of images additional fees apply.**

### **Audio Reproduction:**

Audio duplication of the Society's audio holdings will be priced on a per request basis, based on length of duplication and media. A company selected by the Society does all such reproductions of this nature.

### **Video Reproduction:**

Video reproductions **by a patron** of items in the Photo Archives, Library, or Museum **shall not** be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, or presentation.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement.

Video reproductions of the Society's video holdings are priced on a per request basis depending on length of recording desired and media utilized.

### **OVERSIZED AND SPECIAL MATERIALS**

All oversized paper documents such as maps, architectural drawings and plans, as well as photographic images too large or unable to be reproduced by the Society's equipment must be sent out for duplication to a company chosen by the Society. These items are priced on an individual basis, based on their size and media type. The appropriate staff member will furnish a requestor with a written quote for the cost of any such reproduction prior to initiating this work. As with any other part of the Society's collection, any item judged in the opinion of the proper staff member to be unsuitable for reproduction because of its condition, will not be photographically reproduced.