



## Idaho State Archives Photograph Reproduction and Use Guidelines

Idaho State Archives (ISA) historic photographs are available for purchase and use in accordance with the following policies. Proceeds from fees are used to support and maintain the ISA collections.

### Reproduction Information:

Allow two weeks processing time for both print and digital orders; allow additional time for processing large requests (ten or more images) or orders requiring special work. Images will be produced as-is with minimal digital restoration and will retain original characteristics. Rush orders will be accepted only if staff and the photographic lab can accommodate the request and will result in higher charges. Special requests should be communicated before an order is placed and may result in additional fees. Please ask for a quote for rush orders or special requests.

Idaho State Archives research fees of \$38 per hour apply for photographic research requests. Orders must be submitted on an Idaho State Archives *Image Order Form* and must be accompanied by the *Image Worksheet* and prepayment. The order form must identify requested images by accession number and accurate subject information. Failure to provide complete, correct information will delay processing of the order and may result in additional charges for research time. There are no refunds given for completed reproduction work.

**Prints:** Prints are produced on Epson premium luster paper with genuine Epson photo ink at a maximum size of 24" (length or width). Images will not be cropped to fit an exact aspect ratio; they will be printed to the longest dimension to accommodate framing and include the original photograph in its entirety.

**Digital Scans:** Digital files can be requested in tiff or jpeg format, 300dpi or 600dpi based on an approximate 8x10 size. Files may be delivered via email, ftp (file transfer protocol) or disc for pick up or mail (fees apply).

### Use Information:

Use fees apply when images are used in a public context; use fees are charged as a means to supplement ISA's resources for providing preservation, access and services to Idaho's unique and often fragile historical collections. Use fees are waived for Idaho news media, officially recognized non-profit organizations and government offices.

Only professionally produced images of items in ISA collections may be used for public presentation. Proper citation is required for any public use of images and must include:

Idaho State Historical Society, [image #], [photographer name if known]

Citations should also reveal if the image used is a cropped or otherwise altered version of the original.

**Copyright and Restrictions:** The Idaho State Historical Society does not claim to own Copyright on material in its collections. It is the user's obligation to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when publishing or otherwise distributing materials found in ISA's collections. ISA will provide any available information about particular items upon request.

The Idaho State Historical Society reserves the right to limit the number of photographic copies; to restrict the reproduction of rare or fragile items; to make special fee quotations for items involving unusual difficulty in copying; and to change processing and use fees without notice.



## Historic Photographs Collection: Reproduction and Use Fees

The fee structure for ordering historic images is two-part; reproduction and use fees. Fees listed are priced per image and are subject to change without notice. Idaho sales tax charged on orders received from patrons in Idaho. Prepayment in U.S. dollars, check or credit card is required.

### Reproduction Fees

Prints (inches)		Digital files		Shipping & Handling	
5 x 7	\$ 15.00	300dpi	\$ 15.00	CD/DVD	\$ 2.00
8 x 10	\$ 20.00	600 dpi	\$ 30.00	Print up to 8x10	\$ 4.00
11 x 14	\$ 30.00	CD/DVD	\$ 2.00		
16 x 20	\$ 50.00				
20 x 24	\$ 70.00	Oversize items, special requests, ask for quote. Two weeks are required to process standard orders; large orders (10+ images) and special requests may take longer. Rush fees are extra. Please ask for quote.			
24 x 30	\$100.00				
24 x 36	\$120.00				

### Use Fees

Books Periodicals/Serials		Merchandise	
Less than 5,000	\$ 10.00	Less than 1,000	\$ 10.00
5,000-9,999	\$ 25.00	1,000-4,999	\$ 20.00
10,000-49,999	\$ 50.00	5,000-9,999	\$ 40.00
50,000 and over	\$100.00	10,000 or more	\$100.00
Special Use		Other	
Book jacket	\$ 25.00	Film/television/video	\$ 75.00
Exhibit or display	\$ 25.00	E-book	\$ 25.00
Advertising (Idaho Firm)	\$ 50.00	Internet site	\$ 75.00
Advertising (Regional or National Firm)	\$200.00	All media	\$200.00

Use fees are charged for public/commercial use of an image. Federal and state agencies, officially recognized 501c3 non-profit organizations and Idaho news media are exempt from use fees. Use fees are in addition to reproduction charges; payment of use fees may be delayed until publication or use. For any commercial use not specified above, fees will be negotiated.

#### Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 187, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these conditions is that the copy or reproduction not 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. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.



Idaho State Archives  
 2205 Old Penitentiary Road | Boise, ID 83712  
 Phone: (208)344-2620  
[public.archives@ishs.idaho.gov](mailto:public.archives@ishs.idaho.gov)

Date:
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## Idaho State Archives Image Order Form

Name:	Company:	
Address:		
City:	State:	Zip:
Phone:	Email:	

Reproductions (Check Preferences):	<input type="checkbox"/> Digital	<input type="checkbox"/> Print	<input type="checkbox"/> N/A: Use fees only; image previously purchased
Delivery Method (Check Preference):	<input type="checkbox"/> Email	<input type="checkbox"/> FTP	<input type="checkbox"/> Pick up (Add \$2.00 for CD) <input type="checkbox"/> Mail (Additional fees apply)

Context for Use (Check One):	<input type="checkbox"/> Public/Commercial (refer to <i>use fees</i> )	<input type="checkbox"/> Personal (use fees n/a)
	<input type="checkbox"/> Non-Profit (use fees n/a) EIN:	<input type="checkbox"/> Government (use fees n/a)
	<input type="checkbox"/> Undecided (purchasing reproductions only at this time)	
Project Description:		

Reproduction Subtotal		ID Sales Tax 6%		Other Adjustments		Reproduction Total
\$	+	\$	+/-	\$	=	\$

Use Category Description	Use Category Fee		Number of images		Use Total
	\$	x		=	\$
	\$	x		=	\$
	\$	x		=	\$

Preservation and access to historical images and documents is important to me and I would like to make a <b>donation</b> to the Idaho State Archives along with my order.	\$
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<b>Order Total</b>	<b>\$</b>
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Special instructions or requests:
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By submitting this request for reproduction and/or use of Idaho State Historical Society images the requestor acknowledges that he/she has read, understands and agrees to the fees assessed for this order and the policies expressed in the Idaho State Archives *Reproduction and Use Guidelines* document. The requestor has indicated his/her order specifications on the *Image Worksheet* and has submitted the worksheet with this *Order Form*.

Customer Signature \_\_\_\_\_ Staff Approval \_\_\_\_\_ Date \_\_\_\_\_



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Date:
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## Image Worksheet

Image Information			Digital File SIZE		Digital File TYPE		Print Size				Item Price
			300dpi	600dpi	Tiff	Jpeg	5x7	8x10	11x14	Other	
Image #	Title (or subject, description)										
1											\$
2											\$
3											\$
4											\$
5											\$
6											\$
7											\$
8											\$
9											\$
10											\$
11											\$
12											\$
13											\$
14											\$
15											\$
Reproduction Subtotal:											\$