



## **Idaho State Archives Reproduction and Use Guidelines**

Reproductions of the Idaho State Archives (ISA) historic materials are available for purchase and use in accordance with the policies as outlined below. Proceeds from fees are used to support and maintain the ISA collections.

### **Reproduction Information:**

Allow two weeks processing time for 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 reproduction lab can accommodate the request and will result in higher charges. Special requests need to be communicated before an order is placed and may result in additional fees.

Idaho State Archives research fee of \$38 per hour apply for reproduction research requests once the complementary 20mins has been reached. 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.

### **Digital Scans:**

Digital files can be requested in tiff or jpeg format. They will be scanned at 600dpi based on an approximate 8x10 size. Files will be delivered via email through the file transfer service WeTransfer.

### **Use Information:**

Use fees apply only when images are used in a public context and only if copyright is clearly owned by the Idaho State Historical Society (ISHS); 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.

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: [photographer (if known) or collection name], [identifier], Idaho State Archives.

### **Copyright and Restrictions:**

The ISHS does not claim to own Copyright on most of the 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 materials 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; 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. A quote will be provided by staff prior to finalization of sale.

Type	Price	Description
Tier 1	\$10	Collection materials that are imaged and meet current reproduction standards.
Tier 2	\$30	Reproduction services requiring one staff member and collection materials in stable condition. Examples include: Non-oversize materials (photograph or document smaller than 11"x17"), non-bound materials, film negatives, slides, audio cassettes, and maps which are found in stable condition and can be imaged using the map scanner.
Tier 3	\$50	Reproduction services requiring two staff members due to fragility of collection materials. Examples include: Glass plate negatives, lantern slides, glass transparencies, bound materials (photo albums and scrapbooks) oversized materials (anything larger than 11"x17": large documents, panoramic photographs, or large print photographs), framed materials (photographs, documents, or crayon enlargements), encased photographs (daguerreotypes or ambrotypes) or documents, fragile materials with signs of deterioration, 3D objects.
Use	\$200	All Media Use applies to reproductions which can be used for all media types. Examples: Publications, websites, television, film, social media, etc. A use fee maybe applied for public/commercial use of an image. Use fee is waived for Government Agencies, 501(c)3 non-profit organizations, Idaho news organizations, Students and use in classroom presentations. The All Media Use fee will only be applied to images which ISHS owns clear copyrights.
Rush	\$100	Reproduction orders requested for next business day. Orders must be requested prior to 1:00 PM MST in order to be delivered on the next business day. Must be approved by staff.

### 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.

Date:
Order No:
Page:            of
Staff:
Paid in Full:

### Idaho State Archives Reproduction and Use Order Form

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

Reproduction File Type (Pick one)	<input type="checkbox"/> JPEG - this file type is compressed, requires less disk space
	<input type="checkbox"/> TIFF - this file type is uncompressed, typically used for professional purposes

Context for Use (Check One):	<input type="checkbox"/> Public/Commercial	<input type="checkbox"/> Personal
	<input type="checkbox"/> Media Outlet	<input type="checkbox"/> Non-Profit EIN:
	<input type="checkbox"/> Government	<input type="checkbox"/> Academic/educator/student

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

Rush/Use Fees (if applicable)	Amount		Number of Images		Rush/Use Fees Total
	\$	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 request:

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 \_\_\_\_\_

Date:	
Order No:	
Page:	of
Staff:	
Paid in Full:	

### Image Worksheet

Item Information			Digital File Specifications		Item Price (quote to be provided by staff)
	ID#	Title (subject, description)	JPEG	TIFF	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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