

POST OFFICE BOX 385, ON THE GREEN, LITCHFIELD, CONNECTICUT 06759 \$ TELEPHONE (860) 567-4501

## **Photographic Services Agreement**

## Policies:

The Litchfield Historical Society is pleased to provide photo-reproductions of materials in its Library and Museum collections for study purposes, exhibition, or publication. The Society retains all negatives and transparencies and advanced payment is required.

Written permission must be obtained from the Society to use any image or object from the collection. Permission is granted for one-time use only. Both World-Wide and North American English language rights will be granted and assessed fees according to commercial or not-for-profit orders. Any subsequent use of materials in any media including, but not limited to, video home distribution, digital imaging, or educational use must be requested in writing from the Society and additional fees or running royalties may be charged.

We will not charge for use of images in informal online platforms, such as blogs, social media posts, personal websites, etc. We do request the use of the following:

Each reproduction must be accompanied by the following credit line: "Collection of the Litchfield Historical Society, Litchfield, Connecticut."

In addition, for reproductions featured in any printed medium, it is asked that a gratis copy of the work be deposited in the Society's Library.

Reproduced materials shall not be used to show or imply that the Litchfield Historical Society endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy

of any text used with the said materials.

The Society is committed to the preservation of materials in its Library and Museum collections. For this reason the Society reserves the right to deny permission for photographic reproduction and photocopying when its collections would be adversely affected.

## Fees:

All fees charged for photographs help support the Litchfield Historical Society's library and museum collections. Additional fees may be charged for complicated orders or for excess staff time. Photographic orders may be placed by contacting the historical society at the address and telephone number listed above or via e-mail to the curator of collections at curator@litchfieldhistoricalsociety.org.

Pre-payment is required for all photographic orders and a minimum of \$5 for postage and handling is also applicable. Checks should be made payable to *The Litchfield Historical Society*. Call the Historical Society to process with a credit card.

The Litchfield Historical Society is not equipped to do in-house photography. In contracting with private photographers, the processing time and fee for orders may vary. The accompanying fee schedule is designed to reflect work consistent with the characteristics of the materials being reproduced.

## Copyright:

The Litchfield Historical Society may not own literary or reproduction rights to materials in its library and museum collections. It is the responsibility of those seeking to publish or reproduce either published or unpublished materials in the Society's collections to secure permission from those legally entitled to claim such rights under U.S. copyright law. The Society is not responsible for violation of copyright by an author, publisher, or any other person or entity. The Society assumes no responsibility for third-party claims resulting from the failure of an author, publisher, or any other user of the Society's collections to investigate and secure literary or reproduction right to materials in its collections.

Use of Image:

The purchase or rental of photographic materials does not constitute an authorization to display, publish,

or reproduce them. All requests for reproductions must be made in writing. An authorization fee is

dependent upon the nature and purpose of the publication or display involved. All rights granted are

non-exclusive and one-time.

Not-For-Profit:

The Litchfield Historical Society encourages the non-commercial use of its collections by scholars,

educators, and not-for-profit organizations. There is a publication fee of \$25 for the first item and \$15 for

each additional item.

The Society may waive use fees for non-commercial organizations, provided the correct credit line is

used and a gratis copy of the publication is deposited in the Society's library. All waivers must be

obtained in writing and are for one-time use only. Any subsequent use of materials must be requested in

writing from the Society and additional fees may be charged.

Commercial:

Commercial use is defined by, but not restricted to, all for-profit organizations, corporations, businesses,

or ventures and includes reproductions in books, calendars, corporate annual reports, other printed

materials, films, other media productions, advertising, decorating, and packaging.

The Litchfield Historical Society charges a publication fee of \$40 for the first item and \$20 for each

additional item, for a one-time use by a commercial individual or organization.

Agreement:

I have read and understand the conditions set forth by the Litchfield Historical Society and I agree to

adhere to these conditions.

Signature: Date:

3