

COLUMBIA COUNTY HISTORICAL & GENEALOGICAL SOCIETY PHOTOGRAPH REPRODUCTION POLICY

1. The Columbia County Historical & Genealogical Society, hereafter referred to as the Society, requires prepayment for all requests for reproductions of its photographic items.
2. As a general rule the Society's photographs are not to be removed from the premises. However, when there is a request for a photograph to be copied by a professional photographer, the photograph committee chairperson, with the concurrence of the Executive Director, will designate a Society member to take the photograph to a professional photographer approved by the Society. In order for the designated person to take a photograph out of the Society, a record must be made including the following information: photograph description and file number, date removed, name of the person who took it, purpose for the temporary removal, and date returned.
3. The Society provides a reproduction by computer scan or a digital camera.
 - It can make reproductions by computer scan or digital camera.
 - It will also take a photograph(s) to a professional photographer to have a copy made. The fee for this service is \$10.00 plus the photographer's copy charge.
 - An individual is permitted to use his or her own scanner or camera to make copies of the Society's photographs at a charge of \$3 each for members or \$15 for non-members.
4. Appropriate credit must be given to the Society for the use of its photographs in all publications, online posts, presentations, and commercial reproductions for sale.
5. As a courtesy, the Society would appreciate receiving one complimentary copy of any published work in which one of its photographs appears.
6. A patron may have access to view the photo collection; however, it must be under the supervision of either the Executive Director, member of the photograph committee, or designated volunteer.
7. Buying a photograph from the Society's collection does not in and of itself constitute permission to use it in publications, public presentations, online posts or for commercial purposes. To use one of the Society's photographs for any of the above purposes, the individual is required to sign a "reproduction rights" (right of use) statement.
8. The fee schedule for a copy of a photograph and image from a slide for both personal and commercial use is outlined on our Request for Purchase form. These charges do not include shipping costs, but do include a 6% sales tax for Pennsylvania residents. For any purchase exceeding \$50.00 there is a \$2.00 insurance charge.

Discounts

Society members are accorded a 30% discount on reproduction of photographs limited to personal use. The discount is not available for reproductions that will be used for commercial, publication, online posts, or public presentation purposes. There is a 10% discount to the cost of using photographs when a request reaches \$100 in each or a combination of the categories.
9. Whenever the Society and an individual enter into an agreement to publish a book in which Society photographs are used, the individual is exempted from paying any reproduction fees. No digital versions of the book should be made available.
10. Prices are subject to change.

This policy was revised on Aug. 16, 2017 and unanimously approved by the Board of Directors on Sept. 19, 2017.