

PHOTOGRAPH/DOCUMENT USE POLICY

When requesting photographs or documents from the museum, we suggest a previously arranged time be scheduled with the museum staff. Once you have made your request, we appreciate at least **two weeks** in order to gather all materials. We will notify you once the photos and/or documents are together. Our staff time is limited due to the fact that we have only part time employees. ***We may be unable to fill immediate or drop-in requests.*** We do maintain a research library of local history and works with the public to provide educational information. If you need to use our library, we also encourage to arrange a time to reserve our library for your research purposes.

Historical photos are available for your review in notebooks. Most of the photos are already digitized from the original. If you desire to examine the original, we encourage you to limit the number of images desired since preservation of the original is a prime concern to the museum. There will be a retrieval and re-filing fee of \$3 per original photograph.

The “original” photograph, document or negative is not sold or loaned for any reason. The Society can copy photos on to a USB drive that is in new, unopened packaging when presented to the museum staff. This is to ensure that no corrupting files enter our system.

Reproduction of **each** photo is granted for one use in one project for one edition and will include a credit line that reads: **Nez Perce County Historical Society, Lewiston, Idaho.** This permission may not be transferred, sold, assigned or reproduced without written consent of the Society. The photographs/documents remain the property of the NPCHS and duplication of the photographs/documents for any purpose other than which has been granted here is prohibited. Permission to use the images may be revoked by the NPCHS if any of the above conditions are not met.

A \$20 advance deposit is required to cover time for staff research and duplication. A portion of the deposit will be returned if less time and duplication is required or will be added to the final amount if more time and duplication is required.

The user/publisher is to supply one complete copy (gratis) of the final project whether or not it is sold, distributed or viewed by the public or private audience.

DOCUMENT DUPLICATION CHARGES

If the staff determines that extensive research is required there will be a \$20 per hour fee for staff time. Photocopy charges are in addition and are based on paper size and number of copies.
8 ½” x 11” - \$.30 per copy 8 ½” x 14” - \$.50 per copy 11” x 17” - \$ 1.00 per copy

PHOTOGRAPH DUPLICATION CHARGES

An additional processing fee of \$20 per hour will be assessed if extensive research of photo files by museum staff is required.

The photograph/document policy and duplication charges for personal use are set by the Board of Directors of the Nez Perce County Historical Society at the following rates:

Photographic duplication:

Print, 5” x 7”	\$ 15.00
Print, 8” x 10”	\$ 20.00
Print, 11” x 14”	\$ 25.00
Print, 12” x 16”	\$ 30.00

Digital duplication

Print, 16” x 20”	\$ 35.00	\$ 15 per image
Print, 20” x 24”	\$ 40.00	
Print, 20” x 30”	\$ 45.00	

A 10% discount is extended to members of the Nez Perce County Historical Society.

USE OF PHOTOS FOR PUBLICATION

This applies to the use of a photo reproduction in print, film, video or digital format. One time use only; no other rights. A credit line that reads: **Nez Perce County Historical Society, Lewiston, Idaho, and the photo number** are required. The following fees are assessed in addition to photofinishing costs:

Periodical/Serials

Under 5,000 circulation	\$ 15.00 per photo
5,000 – 9,999 “	25.00 “ “
10,000 – 49,000 “	35.00 “ “
50,000 – 99,000 “	100.00 “ “
100,000 + “	250.00 “ “

Advertising/Promotion

Local	\$ 40.00 per photo
Regional	65.00 “ “
National	150.00 “ “
International	200.00 “ “

Book Editions

Non-Profit Press

For-Profit Press

Under 2,500	\$ 12.00 per photo
2,500 – 4,999	25.00 “ “
5,000 – 9,999	35.00 “ “
10,000 – 24,999	45.00 “ “
25,000 – 49,999	55.00 “ “
50,000 +	65.00 “ “

	\$ 40.00 per photo
	60.00 “ “
85.00 “ “	
	150.00 “ “
	220.00 “ “
	250.00 “ “

Broadcast film or television \$ 200.00 per photo

All responsibility for possible infringement of copyright, laws of libel, or literary property rights that may arise in the use of the images is assumed by the individual or company requesting the use of the images. A form granting permission for the use of the photographs from the Nez Perce County Museum is available at the museum office.