

# PLAINFIELD PUBLIC LIBRARY

Joseph Hugh Da Rold, Executive Director

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## REPRODUCTION USE FEE SCHEDULE

### Copyright and Publication

Reproductions of any materials from our collection are supplied for **reference purposes only**. The Plainfield Public Library is not responsible for the misuse of copyrighted material. Permission to publish photographic material, including blueprints and line drawings, must be applied for in writing. Permission to publish does not constitute a copyright clearance. "Publishing" includes both print- and web-based published materials, such as websites and blogs.

I agree to comply with the above stated terms:

Researcher signature

Print Name

Date:

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### Services and Fees

#### *Photographs and Postcards*

Many original prints are accessible in the Local History department. Digitized images may be searched via the Plainfield Public Library web site. Original photographs and negatives are not loaned and are not for sale.

The following charges are made to defray the cost for service and handling and to account for library staff time. Reproduction costs may vary depending on the format of the original image. Digital images are scanned at 300 dpi JPGs. **Reproduction fees do not include additional USE FEE. Fees may be paid online via PayPal; contact the department for details.**

#### **Photograph and Postcard Reproduction Fees:**

- Color / Gray Scale copies of images – \$2 per page/image
- Black & White Copies or Computer print-outs of images – 25c per page
- Digital images (personal storage devices, such as flash drives, are not permitted)
  - Library supplied storage (CD or flash drive) – \$10
  - Research quality image – digital image available – \$2 per image

#### **Use/Publication Fees (must be approved by Library Director)**

- The Library encourages the noncommercial use of its collections for individual research and by scholarly, educational, and nonprofit organizations.
- Fees help support the care and use of the Library's collections. Additional fees may be charged for complicated projects and extensive staff time.
- User fees will be charged and must be pre-paid:
  - Noncommercial one-time use fee is \$25.
  - Commercial one-time use fee is \$200.
- Users must abide by the fee schedules and the *Condition of Use/Loan* agreement.

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