

Media Reproduction Policy & Fee Schedule

Updated July 10, 2024

Photo Reproduction Policy and Fee Schedule

OVERVIEW

The Renton Historical Society (RHS) maintains a growing archive of materials which includes photographs, maps, paintings and ephemera relevant to the history of the Greater Renton area. This is done in fulfillment of the RHS mission to preserve and interpret the history of the city of Renton. RHS provides digital reproductions of these materials for researchers' use in publications, exhibitions, and/or for general study and genealogical research. Fees for these services are assessed at commercial or non-commercial rates according to the following policy and fee schedule.

Interested individuals or organizations are asked to make appointments in advance to allow time for the materials to be retrieved prior to their visit. Revenue generated by photographic services is used to provide for the care and preservation of the RHS collections.

POLICY GUIDELINES

Photograph Handling: RHS will not allow any image to be removed from its collection for copying or reproduction by any private party or individual. RHS staff will be responsible for processing photographic orders.

Written Permission and One Time Use: Written permission must be secured from RHS to exhibit, publish, or reproduce in any form, any photographic images that are obtained directly or indirectly from RHS. Permission may be granted for one-time mutually agreed upon use(s) only. Additional fees (as outlined in the fee schedule) will be required for additional uses. All other rights, including those of further reproduction or publication, are reserved in full by RHS.

Images are provided as digital files (jpegs) of resolution up to 600 dpi. Possession of a digital image does not imply authorization for repeated use of photograph; normal rights and restrictions apply to all digital images.

Credit Line: Publication or display of images shall include credit to the Museum, and shall read: "Image #, Courtesy of the Renton Historical Society, Renton, Washington."

Copy to RHS: Publishers, advertisers, film-video producers, and others reproducing in any other format, shall furnish, free of charge to RHS, one (1) copy of each product and/or a digital image of exhibits or display in which the reproduction appears.

Copyright Law: Photographs may be protected by copyright, trademark, or related interests not owned by RHS. The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions, remains with the researcher, who agrees to defend, indemnify, and hold RHS harmless as to any actual or alleged copyright infringement or related claims.

Alterations: All efforts should be made to make reproductions as faithful and accurate as possible. Alterations in reproductions of photographs are subject to prior review and/or approval by the RHS staff.

Subcontracts: No subcontracts may be entered into for the purpose of reproducing these images without the express written consent of RHS.

Research Hours: The collection is available to researchers by appointment only.

Research Fees: The assigned staff member will provide up to one-half hour of his/her time without charge in order to answer research requests. After the initial first one-half hour of free time, qualified staff can continue the research at a rate of \$50.00 per hour upon written agreement with the researcher.

Order Fulfillment: Processing of a photographic order will proceed upon receipt of the signed original copy of the Society's "Photographic Service Request Form" and advance payment of all use fees and production

charges.

Delivery time: Allow two weeks to 30 days for delivery within the continental United States after receipt of written verification of your order. Completion dates are only estimates and cannot be specifically guaranteed.

Exemptions: RHS may, at its discretion, exempt any and all fees as circumstances dictate. Exemptions and fee reductions will be applied to any proposed project or application of the RHS photographic collections that directly promotes the RHS mission to interpret the history of the Greater Renton area. Such exemptions will be determined by the Museum's Board of Directors.

USE FEES

COMMERCIAL USE FEE

The commercial use fee applies to any RHS collections image which is to be published in or as a "commercial product". The fee applies to a one time/single use only. Subsequent reprints/remakes of any product require re-application for permission to reuse the image. All requests for reuse or change in use must be applied for in writing.

Books, booklets, brochures, catalogs, menus, CDs, DVD/videos, periodicals, postcards, newspapers

<u>Units of Product (Print run or Circulation)</u>	<u>Per Image Cost</u>
1 - 10,000.....	\$50.00
10,001 - 50,000.....	\$100.00
50,001 - 100,000.....	\$150.00
100,001 +.....	\$200.00

Advertising to be published/printed in a single issue of a specific periodical, or applied to posters, calendars and brochures designed specifically for advertising/promotional use and not resale

<u>Type of Product</u>	<u>Per Image Cost</u>
Washington print media.....	\$100.00
National print media.....	\$300.00
International print media.....	\$500.00

Editorial use in electronic broadcast media

<u>Medium</u>	<u>Per Image Cost</u>
Public Television.....	\$30.00
Commercial TV: Washington.....	\$50.00
Commercial TV: National/International.....	\$100.00
Corporate Multimedia/video.....	\$100.00
Motion Pictures use.....	\$200.00

Online use

<u>Medium</u>	<u>Per Image Cost</u>
Website or blog.....	\$200.00

Commercial display & interior decoration for business: This applies to photographs for exhibition or display purposes in offices, public spaces of commercial buildings, restaurants, private and corporate galleries and retail spaces, etc. Fees do not include any publication rights or permission for other uses.

<u>Print Size</u>	<u>Per Image Cost</u>
Any.....	\$80.00

Other Uses:

<u>Per Image Cost</u>	
Legal or commercial research.....	\$30.00

NON-COMMERCIAL USE FEE

The non-commercial use fee applies to any RHS collections image which is chosen to be used in a non profit or non-commercial manner. The fee applies to a one time/single printing of the image only. Subsequent reprints/remakes of any product require re-application for permission to use the image again. All requests for reuse or change in use must be applied for in writing.

Books, booklets, brochures, catalogs, menus, CDs, DVD/videos, periodicals, postcards, newspapers:

<u>Units of Product (Print run or Circulation)</u>	<u>Per Image Cost</u>
1 - 10,000.....	\$30.00
10,001 - 50,000.....	\$50.00
50,001 - 100,000.....	\$150.00
100,001 +.....	\$150.00

Promotional use, to be published/printed in a single issue of a specific periodical, or applied to posters, calendars, and brochures designed specifically for promotional use, not for resale:

<u>Type of Product</u>	<u>Per Image Cost</u>
Washington print media.....	\$50.00
National print media.....	\$100.00
International print media.....	\$200.00

Editorial use in electronic broadcast media:

<u>Medium</u>	<u>Per Image Cost</u>
Public Television.....	\$15.00
Internal multimedia/video or promotional video.....	\$50.00
MotionPictures use.....	\$100.00

Online use:

<u>Medium</u>	<u>Per Image Cost</u>
Website or blog.....	\$50.00

Exhibition and display: This applies to photographs for exhibition or display purposes in museums, offices and public spaces of non-profits, etc. Fees do not include any publication rights or permission for other uses:

<u>Print Size</u>	<u>Per Image Cost</u>
Any.....	\$40.00

Other Uses:

	<u>Per Image Cost</u>
Legal or non-profit research.....	\$15.00

Use fees/royalties for additional uses other than listed here are negotiable.

Renton Historical Society

Non-Exclusive License to Reproduce or Display Photographs

(Name, including Institution/Company Requesting Photographs) is hereby granted a nonexclusive license to reproduce or display photographic images derived from the RHS Special Collections, as listed on the reverse, for use in exhibit, resale, reproduction or other agreed upon use, in the following publication or manner:

- (Title of Publication/Display/Film, etc.)
- (Anticipated Date or Duration of Use)
- (Address, City, State, Zip, Phone, Email)
- (Image # and brief description of use, size of printing, display, etc.)

Please Read the Following Guidelines Carefully and Thoroughly:

I/We hereby agree to the following conditions which shall constitute the terms of this non-exclusive license:

- 1. Photograph Handling:** RHS will not allow any image to be removed from its collection for copying or reproduction by any private party or individual. RHS staff will be responsible for processing photographic orders.
- 2. Written Permission and One Time Use:** Written permission must be secured from RHS to exhibit, publish, or reproduce in any form, any photographic images/architectural drawings that are obtained directly or indirectly from RHS. Permission may be granted for one-time mutually agreed upon use(s) only. Additional fees (as outlined in the fee schedule) will be required for additional uses. All other rights, including those of further reproduction or publication, are reserved in full by RHS. Images are provided as digital files.
Possession of a digital image does not imply authorization for repeated use of photograph; normal rights and restrictions apply to all digital images.
- 3. Credit Line:** Publication or display of images shall include credit to RHS, and shall read: "Image#, Courtesy of the Renton Historical Society, Renton, Washington."
- 4. Copy to RHS:** Publishers, advertisers, film-video producers, and others reproducing in any other format, shall furnish, free of charge to RHS, one (1) copy of each product and/or a digital image of exhibits or display in which the reproduction appears.
- 5. Written Permission and One Time Use:** This must be secured from RHS to exhibit, resale, publish, or reproduce in any form, any photographic images obtained directly or indirectly from RHS. Permission is granted for **one-time mutually agreed upon use(s) only**. In such cases, additional fees will be required and all other terms herein are applicable. All other rights, including those of further reproduction or publication, are reserved in full by RHS.
- 6. Copyright Law. Photographs may be protected by copyright, trademark, or related interests not owned by RHS:** The responsibility for ascertaining whether any such rights exist and for obtaining all other necessary permissions, remains with the researcher, who agrees to defend, indemnify, and hold RHS harmless as to any actual or alleged copyright infringement or related claims.
- 7. Alterations:** All efforts should be made to make reproductions as faithful and accurate as possible. Alterations in reproductions of photographs are subject to prior review and/or approval by RHS staff.
- 8. Subcontracts:** No subcontracts may be entered into for the purpose of reproducing these images without the express written consent of RHS.

I/We have read and agree to the above listed stipulations concerning use of photographs from the Renton Historical Society.

Signature Institution:

Date:

Permission granted by: (upon payment)

Date: