



## Historic Media Reproduction and Research Center Policy

Photographic images and audio-visual media, (henceforth referred to as “media”,) of the City of Greeley Museums (COGM) collections are the property of the COGM. Copies in any format reproduced from originals in the collection may be sold and used by the public, subject to the following:

1. Appointments for research in the Hazel E. Johnson Research Center are encouraged to receive the most timely service.
2. Patrons may not reproduce or copy media with their own equipment.
3. Original photographs may not be photocopied.
4. Pencils, paper and laptop only allowed in the research center.
5. Provided gloves must be worn when handling certain types of museum collections materials. Staff will provide patron detailed expectations for glove use before handling of collections begins.
6. The patron is responsible for transcribing all desired identifying information on an object.
7. The City of Greeley Museums media may be reproduced and used only if the patron has read, completed, and signed the COGM Historic Media Reproduction Policy and Deed of Gift Agreement form, read the Fee Policy, and adheres to the conditions stated therein. These can be provided for information purposes.
8. The COGM grant no exclusive rights for the use of its media. **Permission is for one-time use only.** The COGM retains all rights to the items, and they are to be used only for the purpose listed in the Intended Use of Copies portion of the COGM Historic Media Reproduction Policy form.
9. Intended use of copies must be submitted in writing, signed by the user, and approved by the COGM before copies and permission to reproduce media will be granted to the user.
10. All media must be credited to the COGM in any reproduction, public, or private showing, and cannot be listed as part of any other collection other than that of the COGM. **Credit lines will be provided upon receipt of images.**
11. The user must pay the cost of digital or analog processing, prints and/or negatives, etc. Cost will reflect the most current processing costs. Payment for all copy work will be paid for in advance or by prior arrangement.
12. Photographic negatives, including those paid for by the user, are the property of the COGM. Without specific and prior arrangement, reproductions are not archival quality.
13. Media cannot be mass produced (reproduction of more than 5,000 copies) without prior written approval.
14. **One free example of the printed, published, or produced object containing media from the City of Greeley Museums, must be provided to the City of Greeley Museums.**
15. The COGM reserves the right to limit the number of copies, restrict the use of rare or valuable media, and/or to insure that reproductions are in good taste, as well as the right to charge a higher fee than specified for rare, unique or difficult to reproduce media, and to deny a request because of copyright regulations, privacy rights, or donor-imposed restrictions.
16. The patron is responsible for securing any necessary permission from a creator of a work or copyright owner(s), if known and applicable. Consistent with these conditions for permission to publish, the patron agrees to indemnify, save, and hold harmless the COGM and its officers and employees from any and all claims of any nature arising under this agreement, including any action involving infringement of the rights of any person, descendant or heir of historic persons, under statutory copyright

## Hazel E. Johnson Research Center Fee Policy

### Research and Retrieval Fees

- First 30 minutes are free for walk-in onsite researchers. First 60 minutes are free for onsite visitors with an appointment. Access and incidental retrieval of artifacts is free.
- \$25.00 per hour with a \$25.00 minimum, paid in advance.

### Reproduction and Digitization

#### Photocopies and Printouts

- B&W photocopies and printouts (up to legal sized paper) are \$1.00 for the first page and \$.25 per page thereafter.
- Mailed photocopies and printouts are \$1.00 for the first page and \$.50 per page thereafter. Photocopies and printouts on 11x17 sized paper are a \$1.00 per page flat rate.
- Photocopies of public records, as defined above in Access Policy are \$.10 per page as required by Colorado law and the City of Greeley policy.
- Color printouts (up to letter size) are \$2.00 for the first page and \$1.00 per page thereafter. (Color copies are not available)

#### Photographic Reprints

- Photographic reprints are outsourced and are subject to vendor's fees + a 25% handling fee.
- If a negative does not exist for the image, the customer will pay for the negative to be made, which will then become the property of the Museums.

#### Digital Images

- Digital images can be provided at a cost of \$10.00 per image.
- Digital images will be saved and delivered in the current standard museum format unless otherwise requested. If requested otherwise, an additional \$10.00/image fee will be added.
- If the image is an over-sized item (larger than 11 x 17), the fee will be \$50.00.
- An item that requires multiple scans to be sewn together will be an additional \$10.00/hour labor fee, with a \$10.00 minimum.

#### Artifact Photography

- Amateur photography by staff is \$25/hour fee with a \$25 minimum, paid in advance.
- Professional photography is professional vendor's fees + 25% handling fee.

#### Electronic Media

- Duplication or digitization of videocassettes, audio cassettes, CDs and DVDs is \$20.00 each.
- An additional \$10.00 each will be charged if a format other than standard museum formatting is requested.

#### Shipping and Handling

- All orders to be mailed will be charged a shipping and handling fee. Media will be charged an additional \$5.00. Shipping for large orders will be determined on a case-by-case basis. See "Photocopies and Printouts" for charges of mailed photocopies and printouts.

#### Use Fees for Photographs

- \$15.00 per image up to 5,000 copies (publishing/printing over 5,000 price is negotiated)
- \$30.00 per image per year for Internet use
- \$180.00 per program for commercial broadcast with unlimited broadcasts

- \$90.00 per program for non-commercial broadcasts with unlimited broadcasts
- \$35.00 per image for eBook use
- \$10.00 per image for digital magazine use
- \$10.00 per image for mobile apps use
- \$30.00 per image for display in commercial stores, restaurants or for event

#### **Use fees for Video and Audio**

- \$20.00 per copy up to 1,000 copies (over 1,000 copies price is negotiated)
- \$30.00 per copy per year for Internet use
- \$180.00 per broadcast for commercial broadcasts and film
- \$90.00 per broadcast for non-commercial broadcasts and film
- \$35.00 per copy for eBook use
- \$10.00 per copy for digital magazine use
- \$10.00 per copy for mobile apps use

Larger publication runs will be negotiated on a case-by-case basis. After three similar requests the fee schedule should be amended to reflect a standard price.

#### **Rush Fees**

- Rush fees are 100% of the entire rushed order prior to discounts. A rush order is defined as less than two weeks, unless otherwise specified.

#### **Outsourced/Vendor handling fees**

- A 25% handling fee will be applied to the final cost estimate of any order that requires reproduction by an outside vendor or professional.

## Discounts

- Discounts must be requested in writing, and will not be offered by the Museum without a formal request.
- All discounts are subject to review by the Museum Manager or designee. Unless otherwise noted, discounts for the following can be approved by archives staff:

**Official City business** may have all or part of the fees waived, unless it is a rush request. No fees accrued from outside vendors will be waived. Discounts must be approved in advance by the Museum Manager.

**Non-profit organizations 501(c)(3)** are eligible for a 50% discount on commercial use fees. Proof of non-profit status is required prior to placing the order. Non-commercial uses (scholarly journals, teaching tools, reports and educational exhibition) will have no use fees with proof of non-profit status.

**Friends of Greeley Museums** will receive a 50% discount on their complete order with proof of membership.

**The Colorado Council on the Arts** will not be charged use fees for objects included in the Northeast Colorado Folklorist Collection, as per the 2007 Agreement with that agency. Georgia Wier, Folklorist for this project will also not be charged use fees for items in this collection.

**Greeley Tribune** will not be charged use fees for Greeley Tribune business projects. Reproduction fees are not subject to discount.

**Weld County Genealogical Society members** will receive a discount on photocopies. Each page printed will be \$.10. Proof of membership is required.

Reproduction **orders that are deemed to be actively promoting the City of Greeley Museums or are deemed to benefit the community of Greeley** are eligible for a 100% discount. Approval of this discount must be provided by the Museum Manager.

**Education: School teachers** are eligible for a 100% discount on non-commercial use fees (scholarly journals, teaching tools, reports and educational exhibition) with proof of non-profit status. Proof of non-profit status is required prior to placing the order.

## Hazel E. Johnson Research Center Fee Policy FAQ

### *How do I get a discount?*

The ONLY discounts which may be granted without submission of a written request are those specifically stated in the Discount portion of the Hazel E. Johnson Research Center Fee Policy. Any individuals and organizations which do not fall under the pre-approved categories must submit a written request to the Museum Manager or designee for approval and will be considered on a case-by-case basis. Examples may include municipal and community organizations, organizations or individuals on behalf of community events, cultural organizations, and organizations and events which are not making any profit but do not have 501(c)(3) status. Determination for eligibility of use fee discounts relating to educational purposes that do not fall specifically under the categories of scholarly journals, teaching tools, reports, or educational exhibitions are subject to the discretion of the COGM staff. In cases in which educational status is not granted by COGM staff, a written discount request must be submitted per standard Museum Policy. Archives and collections staff is not authorized to grant discounts beyond those which have been specifically named as such.

### *What is a "Use Fee"?*

The "Use Fee" is charged for the privilege of using copies of objects from the Museums' unique collections for books, videos, broadcasts, newspapers, hanging in commercial establishments or at commercial/public events, posting on the internet, and similar functions. Funds received through these fees are deposited into the Museums' annual revenue accounts and are used to determine how much money the Museums receive in subsequent years to care for and develop the collections. Use fee revenue allows Museum staff to conserve objects, conduct inventories, create and maintain better finding aids, and otherwise make preservation of and access to collections items more effective for our patrons.

### *What if I want to make or use more than 5,000 copies of image or object?*

If you wish to request an image for use in a publication that will have more than 5,000 copies, the request will be referred to the Museum Manager or designee for a determination of charges. It is generally not the Museums' policy to charge newspaper or other high-volume, low-cost publications 'extra' for their large press runs. The point of this section is to capture fees related to, for instance, high-priced coffee table books.

### *Is the COGM broadcast fee charged per program produced or per times it is aired?*

Merriam-Webster defines broadcast as "...a single radio or television program..." and the Museums further define this term to mean the program itself, not the number of times the program is run. Using this definition, a commercial television producer requesting an image to use in a single episode of a series would be charged \$180, not \$180 x the number of times the episode airs.

### *Why is there a commercial use fee?*

Use of museum images in commercial settings are not under the control of the Museums and do not, generally, provide any of the educational or interpretive context that museums include in their exhibits. It is not particularly to the Museums' advantage to have images or artifacts that are not interpreted displayed in commercial settings. Since such display is first and primarily for the benefit of the commercial establishment, use fees are charged. One would not expect a jeweler, for instance, to sell you an expensive watch at a reduced rate because it "...will benefit the jeweler to have their product shown around town..."

### *Is the scanning fee per scan, or per object?*

The scanning fee is per scan, not per object. For example, if a large map were to be scanned, it may need to be scanned in six parts. If scans are not sewn together (see over-sized item fees), a fee will be charged of \$10 per scan of the map section, rather than charging just \$10 for the one map.