

## **Carnegie History Center Reproduction Policies and Procedures**

The Carnegie History Center (CHC) makes its pictorial material widely available while carefully maintaining the physical and intellectual integrity of the historic materials. Your interests and the preservation of the materials will be assured by observing these policies and procedures.

1. The customer must accept all responsibility for possible copyright infringement arising from the use of reproductions from the CHC collection. The customer must defend, indemnify, and hold harmless the City of Bryan and the CHC, its officers, employees, and agents against all liabilities, damages, expenses, including attorneys' fees, resulting from any claims and other proceedings by any third party for copyright infringement or any other legal or regulatory cause of action arising from the customer's use of CHC collection materials. It is the customer's responsibility to obtain written permission from the copyright holder to use restricted items and to submit the permission, as well as the credit line, to the Carnegie Librarian for approval.
2. All negatives, slides, transparencies, prints, digitized images, and videos are the property of the CHC and may not be copied, duplicated, displayed, or published by the customer without written permission. Neither the City of Bryan nor the CHC grants or transfers any copyright or other intellectual property rights in any materials to the customer by tendering a reproduction regardless of format. Unless otherwise stated, and the appropriate fee is paid, if the CHC grants the customer's request for a photo reproduction, permission is granted for personal use or display in a non-public area one time only. If a request for commercial use or publication of a CHC image is made, and the appropriate fees are provided, the Carnegie Librarian may grant written permission for limited use and reproduction in accordance with these policies. All other rights, including those of further publications or editions, are reserved in full by the CHC.
3. The customer must comply with the following requirements for a CHC credit line on published and displayed reproductions of CHC materials. All published and displayed reproductions of CHC materials require credit to the Carnegie History Center, include the CHC identification number (e.g. "BHC #####, Carnegie History Center"), and appear next to the image. If the item does not have a unique identification number, list it by title or designated description. Please confirm the appropriate credit line with CHC prior to publication or display.
4. Alteration, including but not limited to cropping of the original image, is not allowed without written permission of the Carnegie Librarian. The Carnegie Librarian can refuse to allow any alteration of an image if the alteration could be reasonably construed as a distortion, or inaccurate representation, of the subject matter of the photograph. The credit line for cropped images should read, for example, "Detail from BHC #####, Carnegie History Center."
5. The CHC reserves the right to require a publication proof prior to final use approval. The customer shall send a copy of any publication containing reproductions of CHC materials to the CHC without charge. The customer shall provide the CHC with the Internet address (Universal Resource Locator) for reproductions appearing on websites.
6. The CHC reserves the right to deny copy order requests; limit the number of photographic and digital copies; restrict the use or reproduction of collection materials including rare, valuable or

fragile items; ensure that material is reproduced with integrity; and charge special reproduction fees on items involving unusual difficulty in copying or that must be taken offsite to reproduce. Special requests or requests for materials not already scanned are subject to approval by the Carnegie Librarian. Rare and fragile materials will not be scanned without approval by the Carnegie Librarian. No reproductions will be made if materials might be damaged in the process.

7. Requests for copies of photographic items must be submitted in writing. Requests must include the required fees in the form of a check or money order. In the event that the request will require more than two hours of staff time or out of pocket costs, CHC may assess additional charges. The customer will be provided with an estimate of those charges in advance and must agree to the charges within ten business days or the original request will be considered withdrawn and the fees and other materials will be returned. Photo orders will generally be completed within two to three weeks. A rush service is available for an additional fee, subject to approval from the Carnegie Librarian. If rush service is requested, the customer waives its right to an estimate of additional costs and agrees to pay additional charges before receiving the photographs.
8. Unless shipping costs are included, as required below, customer orders will be held for pick-up for one month. Fees will not be refunded for customers who fail to pick up orders on time.

**Carnegie History Center  
Photo Ordering Acknowledgement**

By signing below I acknowledge that I have read and I agree to abide by the Carnegie History Center Policies and Procedures for photo ordering.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### Fees for Carnegie History Center Images

Complete the worksheet below to determine the fee for your order. Fees are set by the City of Bryan City Council.

Customers in the following categories are exempt from Publication Fees:

- **Non-Profit Organization.** You must provide documentation of your 501 (c) (3) status.
- **Governmental Entities.** This includes local, state, and federal governments.
- **Local News Media.** Bryan College Station television news stations and publications that are published and distributed in Brazos County area are considered local news media.
- **Private Individuals** using images for personal use or for display in a non-public area.
- **Social Media** using images to encourage the collection and development of local history.

Type of Publication	Cost Per Image	X	Number of Images	Publication Fee
Books	\$10.00			
Serials	\$10.00			
Web Page or Presentation Use	\$15.00			
Advertising <sup>1</sup> Use	\$15.00			
Posters, Postcards, or Brochures For promotional purposes only, not for commercial re-sale	\$10.00			
Display <sup>2</sup>	\$2.00			
Displays involving large images or specific formats where items must be rescanned to fit criteria	\$100.00			

General Fees		
CD or flash drive	\$6.00	
Shipping and handling	\$5.00	
Labor costs <sup>3</sup>	\$15.00/hour	
Overhead costs	\$10.00/hour	
Out of pocket costs	*as per invoice from third party	

<sup>1</sup> Advertising shall mean to attract, or to attempt to attract, the attention of any person to any business, accommodations, goods, services, property, or commercial activity

<sup>2</sup> Display shall mean to decorate or accessorize a publicly accessible location.

<sup>3</sup> Labor and overhead costs will be the same amount changed pursuant to the Public Information Act, as amended.

**REQUEST FOR SCANNED COPIES**  
**FROM**  
**CARNEGIE HISTORY CENTER**

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

CARNEGIE ITEM(S) TO BE SCANNED (List each item separately by folder name and image name):

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USE TO BE MADE OF SCANNED IMAGE/INFORMATION:

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**NOTICE: ALL SCANNED IMAGES MUST BE CREDITED TO THE "CARNEGIE HISTORY CENTER"**

LIBRARIAN RECEIVING REQUEST: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE MATERIALS SCANNED: \_\_\_\_\_

MATERIALS SCANNED BY: \_\_\_\_\_

MATERIALS SENT OFF/PICKED UP ON: \_\_\_\_\_

LOCATION OF ORIGINAL FILE: \_\_\_\_\_

DATE ORIGINAL COPIED FOR CARNEGIE: \_\_\_\_\_

CARNEGIE TITLE/FILING DETAILS: \_\_\_\_\_