

## ROSEAU COUNTY HISTORICAL SOCIETY (RCHS) IMAGE USE FEES

*RCHS members receive a 20% discount off of total fees accrued as listed below.*

*Fees may be waived or reduced with the consent of the Executive Director.*

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### Document Scans

- **Fee:** Free in-house scanning; \$20 per hour staff research fees applies to online requests
  - **Details:** Documents can be scanned to PDF and saved to a personal device free of charge using the RCHS scanner.
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### Photocopies

- **Fee:**
    - Black & white (letter size): \$0.25 per page
    - Black & white (11x17 size): \$0.50 per page
    - Color (letter size): \$0.50 per page
    - Color (11x17 size): \$1.00 per page
  - **Details:**
    - Physical copies are printed on standard paper (photo paper not available).
    - Photocopies include documents, books, and microfilm.
    - Photo reproductions can be ordered through Shutterfly at cost plus a \$10 processing fee.
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### Image Scans

- **Fee:** \$10 per image
    - Additional editing: \$5 per image
  - **Details:**
    - Scanned images are provided in digital format via email at 300 or 600 dpi in JPG format.
    - Images will be watermarked unless you pay additional unwatermarked fee.
    - Image scans pertain to scanning photographs
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### Reproduction Scanning Services

- **Fees:**
    - Edited and enlarged up to 8.5x11": \$25
    - Edited and enlarged 11x17": \$30
    - Edited and enlarged up to 24x36": \$40
    - Poster creation (with added text): \$50 (any size up to 24x36")
    - Foam core mounting: Additional \$20
  - **Details:** RCHS will provide this service. All images can be edited, resized, and enhanced to fit various needs.
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### Commercial & Public Use Fee

- **Fees:**
  - Watermarked: \$25 per image, plus the initial \$10 image scan
  - Unwatermarked: \$50 per image, plus the initial \$10 image scan
  - Second use: Half price of the original fee per image (requires additional consent from RCHS).

- **Details:**
  - Applies to images used for magazines, books, brochures, advertising, commercial decor, websites/digital products, or films/TV programs.
  - Watermarks will not obscure the image’s main focus.
  - Commercial fees do not include reproduction costs, which are charged separately at \$10 per image.
  - Commercial use fees do not apply to not-for-profit uses or scanning services.

*Not-for-Profit Use*

- **Fee:**
  - Watermarked: Free, plus the initial \$10 image scan
  - Unwatermarked: \$5 per image, plus the \$10 image scan
- **Eligible Uses:**
  - **Personal Use:** Displayed in private homes or offices with no reproduction or sales.
  - **Minnesota 501(c)(3) Non-Profits:** For publications, displays, or broadcasts (proof of non-profit status required).
  - **Government Agencies:** For publications, displays, or broadcasts.
  - **Minnesota News Outlets:** For publications and broadcasts (appropriate credit to RCHS required).

*For further information or to request services, please contact RCHS directly.*

PHOTOGRAPH REPRODUCTION REQUEST FORM

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title(s) and/or RCHS ID#: (Staff Use) \_\_\_\_\_

\_\_\_\_ I have read and agree to the conditions of use policies of the Roseau County Historical Society.

Signature: \_\_\_\_\_

## CONDITIONS OF USE

### 1. **Credit Requirements**

- Credit must be given to the Roseau County Historical Society (RCHS) and the creator of the item(s), if known.
- The credit line must prominently display with the item or on a credit page. For films, videos, or slideshows, credit can appear at the beginning or end.
- Required credit: *“From the collection of the Roseau County Historical Society, Roseau, Minnesota.”*

### 2. **One-Time Use Only**

- Permission to publish is granted for one-time use only.
- RCHS retains all rights to the item(s), and they may not be used for purposes other than those specified on the permission form.

### 3. **Copy Donation**

- In some cases, the permission form may request that a copy of the final publication be donated to RCHS.

### 4. **Indemnification**

- By requesting permission to reproduce materials, the requestor agrees to hold RCHS, its officers, and employees harmless from any legal claims related to infringement of copyright or other rights.

### 5. **Copyright Considerations**

- Some collection materials may be protected by copyright, trademark, or intellectual property rights not owned by RCHS.
- RCHS can only grant permission to reproduce materials that are in the public domain or where RCHS owns the rights.

### 6. **Image Modification**

- Photos may be cropped for design and layout purposes.
- Photos may not be altered, drawn upon, or modified in a way that changes their original appearance in the historical collection.

### 7. **Policy Enforcement**

- RCHS reserves the right to deny permission or reproduction services to individuals or publishers who fail to comply with these policies.

### 8. **Policy Updates**

- RCHS may revise this policy at any time.
- All images are the sole property of RCHS. No one may copy, duplicate, reprint, or resell RCHS images without the written consent of the Executive Director.

For questions or additional information, please contact RCHS.

*Adopted on November 18, 2024*