

ROSS COUNTY HISTORICAL SOCIETY
MCKELL LIBRARY
45 WEST FIFTH STREET
CHILLICOTHE, OH 45601
740-773-1896 OR 740-772-1936
info@rosscountyhistorical.org

LIBRARY USER POLICY

There is a library user fee of \$2.00 for non-members of the Ross County Historical Society.

All patrons wishing to purchase copies, hard or digital, from the collections of RCHS must complete & sign this agreement. By signing this agreement, you have read, understand, & agree to comply by the rules.

- There is no cost for digital images taken by patrons with their personal camera. A written list of materials digitally photographed must be completed. Please consider a donation if you find material helpful to your research.

HANDLING OF MATERIALS

- *Use of flash photography, scanners, tripods, extra lighting, etc. is not permitted.
 - *Photographs must be taken without disrupting other patrons.
 - *A whole collection may not be copied in any manner.
 - *Items must be handled with care under the supervision of RCHS personnel. Do not jeopardize materials to obtain a better digital image.
 - *All photocopying & scanning will be completed by RCHS staff.
- Photographs or printed materials from the collection of RCHS are available for research purposes, personal use, educational or academic use, & to non-profit organizations. A *Request for Copies of Photographs/Photocopies* form must be completed. (See Image Reproduction and Service Fees)
 - Photographs or printed materials may be reproduced for commercial use or for projects of personal gain, such as books, e-publications, magazines, etc. A *Permission to Publish or Exhibit* form must be completed & returned for approval. (See Image Reproduction and Service Fees)
 - Permission is granted for a **one-time use**. Additional projects require an up-dated written request & approval.
 - All photographs or printed materials that are published or exhibited must be accompanied by a credit line or watermark, such as "*Ross County Historical Society, Chillicothe, Ohio.*" **We ask that a copy of the finished printed publication be donated to RCHS to be placed in the McKell Library.**
 - RCHS does not hold copyright over many of the publications in the collection. Users are responsible for complying with copyright law & will not hold RCHS responsible for any copyright infringement claims or expenses.

The requested images will be used in the following manner:

Personal Use Non-profit publication For-profit publication Exhibit Advertising
 Power Point Newspaper Website Gift Other _____

I agree to abide by the conditions listed above, and to pay all applicable fees. (Please print)

Name: _____ Date: _____

Address: _____

E-mail Address: _____ Phone: _____

Signature: _____

CONDITIONS FOR REPRODUCTION

- The size & condition of the original may determine the size of the reproduction or if reproductions are possible. RCHS reserves the right to decline reproduction of fragile items or for images that will be used inappropriately.
- The fees charged for e-mailed digital images are to offset the cost of the scanning process, such as equipment, housing & protecting the original items, making the collection available to the public, as well as staff time.
- Depending on the size of the original, & size desired, more than one image may be printed per page.
- Completed request forms and prepaid fees are required for email or mail requests.
- Please verify that your request can be fulfilled before sending money.

IMAGE REPRODUCTION FEES

B&W Photocopy	\$.20 per 8 ½” x 11” or 8 ½” x 14”	\$.30 per 11” x 17”
Color Photocopy	\$.50 per 8 ½” x 11” or 8 ½” x 14”	\$ 1.00 per 11 x 17”
Gloss Paper copy	\$ 5.00 per 8 ½” x 11”	\$ 8.00 per 11” x 17”
Digital Images	\$5.00 each for photos	\$1.00 per page for printed material (PDF)

Image Cleaning & Repair - Prices determined per photo

Photography by staff of objects in collection - \$15.00 set-up, plus cost of images

Research requests from bound newspapers that require hand scanning or photographing by staff will be determined on an individual basis.

Shipping - Photos - \$5.00, prorated after 5 photos
Photocopies - \$3.00, prorated after 10 pages

IMAGE USE FEES – NON-PROFIT

Images for Non-profit Projects – Fees determined based on the organization, project, number of images, type of media, etc.

IMAGE USE FEES – COMMERCIAL / FOR PROFIT

One Media	\$100.00, plus \$5.00 per scanned image (Inside publication ONLY) \$150.00, plus \$5.00 per scanned image (Cover of publication & all other Media)
Multi Media	\$250.00, plus \$5.00 per scanned image

Media is defined as, but not limited to:

Print Publications	E-Publications	Magazines
Website / Blogs / Twitter / Etc.	TV / Video / Film	Advertising
Power Point Presentation	Exhibit / Public Display	Interior Decoration

IMAGE USE FEES – SHARED PERSONAL USE

Shared Personal Use \$50.00, plus \$5.00 per scanned image

Shared Personal Use is defined as, and limited to:

- Family Facebook Pages / Websites / Blogs / Twitter / Etc.
- Ancestry.com & similar genealogical websites
- Providing family members the image for their personal use

A watermark or credit line, such as “Ross County Historical Society, Chillicothe, Ohio,” must be used.

RESEARCH REQUEST BY EMAIL

Service fees may be charged for research requests by email based on staff time used to fulfill request.