

Sweetwater County Historical Museum Reproduction Fee Schedule

Photographic Reproductions:

3 X 5	\$5.00
5 x 7	\$8.00
8 x 10	\$10.00
11 x 14	\$15.00
13 x 19	\$20.00
16 x 20	\$30.00
20 x 24	\$40.00

Digital Image Photographic Files:

Per Image	\$8.00 (price may increase based on quality and file type)
-----------	--

Digital Image Document Files:

Per Page	\$1.00
----------	--------

Photocopy Fee:

8.5 x 11	\$.25 per page
8.5 x 14	\$.50 per page

Commercial Service Fees:

Periodicals and Serials (per image, based on circulation)

Under 50,000	\$20.00
50,000-99,999	\$40.00
Over 100,000	\$100.00

Books, Film or Television Productions, Post Cards, Calendars, Posters, and other commercial uses (per image, based on print run or audience):

Under 5000	\$15.00
5000-9,999	\$40.00
10,000-24,999	\$80.00
Over 25,000	\$100.00

Commercial Decorative Display

Per Image	\$25.00
-----------	---------

Sweetwater County Historical Museum Reproduction Policies and Procedures

The following is a list of the Sweetwater County Historical Museum's Reproduction Policies and Procedures. Copies of photographs or documents in the Museum collection may be purchased providing prior approval.

1. Prepayment of photographic orders is required. Reproduction arrangements will be made or approved by Museum personnel.
2. The Museum reserves the right to limit the number of copies and copying fees at any time. Fees may be adjusted by the Director. The Museum reserves the right to refuse copy permission in the event the item could be damaged.
3. It is the responsibility of the user to follow copyright laws and determine questionable copyright ownership. The Museum will provide any information it has available to the user.
4. Reproductions of Museum photographs and documents are granted for one-time use only. Additional use requires written permission of the Museum staff and may require additional fees.
5. All photographic or documentary material intended for publication must be approved by the Museum. The Museum reserves the right to require a publication proof prior to final approval. When items are reproduced, users should credit the Museum as follows: "From the collection of the Sweetwater County Historical Museum."
6. The Museum does not permit users to use copy equipment of any kind to copy photographic materials. The Museum staff may use discretion when allowing users to copy documents as well. All copying of documents must be approved by Museum staff.
7. For personal or non-profit use, there is no fee charged for the use of images. Photographs used for publication, advertising, or commercial exhibit purposes are subject to the fee schedule on the reverse side of this document.
8. The user will provide the Sweetwater County Historical Museum a free copy of the items containing the material produced or published from the collection.
9. In order to maintain proper care of the items in question, cooperation with the Museum staff and adherence to Museum handling procedures is imperative.