## REQUEST FOR USE OF PHOTOGRAPHS FROM THE PHOTOGRAPHIC COLLECTION OF THE CLEVELAND BRADLEY COUNTY PUBLIC LIBRARY HISTORY BRANCH AND ARCHIVES

I have read and agree to abide by the "Policies and Regulations Governing the Use of Photographs from the Photographic Collection of the Cleveland Bradley County Public Library History Branch and Archives. I will not use or authorize others to use the said materials or any copies furnished by the History Branch, for any purpose whatsoever, other than as herein indicated on the "Statement of Intended Use," without first obtaining written consent of the CPL History Branch and Archives.

Date		Signature	
photographs. Please	e note this mate	(Must be filled in by the person erial may not be reproduced electrication (BCF)	ectronically on the
Name:			
Address:			
City/State/Zip Code	e:		
•		to be filled in by History Branc	,
Date request receiv	ed:		
Amount due:			
Fee category:	Personal	Educational	Commercial

## POLICIES AND REGULATIONS GOVERNING THE USE OF PHOTOGRAPHS FROM THE PHOTOGRAPHIC ARCHIVES OF THE CLEVELAND BRADLEY COUNTY PUBLIC LIBRARY HISTORY BRANCH AND ARCHIVES

- 1. If searching to fill photograph requests is done by the staff of the CBCPL History Branch and Archives a search fee of \$25.00 per hour will be charged for requests requiring more than one hour of staff time to fill.
- 2. The History Branch and Archives grants permission to <u>bona fide</u> researchers for one-time non-exclusive reproduction of photographs for the purpose listed under "Statement of Intended Use." Any subsequent of different use (including subsequent editions) constitutes a reuse and must be applied for in writing. A reuse fee may be imposed for commercial use.
- 3. <u>Proper credit must be given.</u> The basic credit line is "Cleveland Bradley County Public Library History Branch and Archives." When provided, the photographer's name must also be included in the credit line.
- 4. Use fees shall be charged as specified below, for each photograph scan.
- 5. All file photographs are retained in the History Branch and Archives collection and are not circulated outside the library. Photographs will not be loaned, sent out on approval or exchanged.
- 6. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the photographic copy. The History Branch and Archives has no authority to waive the privacy rights of individuals shown in the photographs. No exclusive rights to any photographs may be claimed by any organization or individual. The History Branch and Archives is not responsible for any illegal or improper use of materials obtained from their collection. Applicants will not use the materials obtained to show by implication, or otherwise, that the Cleveland Bradley County Public Library endorses any product or project. This material may not be reproduced electronically on the Internet or any database without written authorization from the Cleveland Bradley County Public Library History Branch and Archives. The use of electronic devices to make copies of photographs is not permissible at the History Branch.
- 7. Copies of photographs from the History Branch and Archives may not be deposited or placed on file in any other depository without written permission from the History Branch and Archives. It is understood that photographs obtained from the History Branch may not be resold.
- 8. Any person or organization not abiding by these regulations may be denied further access to or use of photographs and/or other materials in the Archive collection.

9. Payment in full is due at the time a photograph scan is requested.

Category	Fee	
Personal/research use	\$5.00 per scan	
Educational publication,		
educational exhibit,		
educational television or		
educational film use	\$10.00 per scan	
Commercial publication,		
exhibit, decorative use, or		
television broadcast	\$15.00	
Blueprint scans	\$35.00	