

## **Gunn Historical Museum Photographic Services**

updated 5.12.2016

### **Policies and Procedures**

The Gunn Historical Museum is pleased to offer reproductions of materials in its collection for study, exhibition, education, or publication.

Written permission must be obtained from the museum to reproduce any image or object from the collection. Permission is granted for one-time use only, English language world rights. Subsequent use of these materials in any media must be requested in writing from the museum and additional fees may be charged.

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Permission is only granted after all fees have been paid. Failure to pay the required fees for reproduction means that permission has not been granted.

The Gunn Historical Museum is committed to the preservation of the historic materials in its collection. The Gunn Historical Museum reserves the right to deny permission for photographic reproduction when its collection would be adversely affected.

### **Fees – Photographic Services**

See the attached fee schedule for the kinds of services available and the fees charged for these services.

All photographic orders must be submitted in writing using the attached order form, to the attention of the Gunn Museum. Faxed orders are accepted at (860) 868-7247. E-mail orders are accepted at [curator@gunnhistoricalmuseum.org](mailto:curator@gunnhistoricalmuseum.org)

The Gunn Historical Museum is not equipped to provide photographic services in-house. Use of outside services requires additional production time. Normal delivery is 4-8 weeks.

Pre-payment by cash, check, or credit card is required for all photographic orders. Shipping, handling, and insurance is extra and will be added to the total by Gunn Museum. Rush orders will be considered for an additional fee. Additional fees may be charged for complicated orders, digital enhancement of images, or for other excess staff time. Please make checks payable to the Gunn Historical Museum.

### **Fees – Reproduction Rights**

The Gunn Historical Museum encourages the non-commercial use of the museum collections by individual scholars and researchers, educational organizations, and other non-profit organizations.

The Gunn Historical Museum charges a use fee of \$ 25.00 for each high quality digital image for one-time use by an individual scholar, homeowner, researcher, or non-profit organization. **Further distribution of the image to other individuals through the internet: emails, websites, blogs, or social media like Facebook is not allowed.** The Gunn Historical Museum may waive use fees for non-commercial use by non-profit organizations, provided that the correct credit line is used and a complimentary copy of the publication is given to the Gunn Historical Museum. All waivers must be obtained in writing and are for one-time use only.

The Gunn Historical Museum charges a use fee of \$ 50.00 for each high quality digital image for one-time use by a commercial individual or organization. Commercial use is defined by, but not restricted to, all for-profit organizations, corporations, businesses, or ventures and includes photographic reproductions in storefronts, books, calendars, corporate annual reports, and other printed matter, films and other media productions, advertising, decorating, and packaging. **Further distribution of the image to other individuals through the internet: emails, websites, blogs, or social media like Facebook is not allowed.**

### **Copyright**

The Gunn Historical Museum may not own literary or reproduction rights to all the materials in its collection. It is the responsibility of those seeking to publish or reproduce either published or unpublished materials in the Museum's collection to secure permission for those legally entitled to claim such rights under U.S. copyright law. The Gunn Historical Museum is not responsible for violation of copyright by an author, publisher, or any person or entity. The Gunn Historical Museum assumes no responsibility for third-party claims resulting from the failure of an author, publisher, or any other user of the Museum's collections to investigate and secure literary or reproduction rights to materials in its collections.

## Photographic Services and Fees

### Prints from Existing Digital Files

Prints from digital scans will not necessarily be identical in tonal values to a print on file or one seen in a publication. The complete image will be printed and no retouching will be done to eliminate imperfections existing in the negative, slide or original material. *Prices for retouched or enhanced digital images will be given on request on an individual basis.*

#### **Black and White**

Print Size	From Existing Negative or Slide
8"x10" or smaller	\$ 30.00
11" x 14"	40.00
16" x 20"	60.00
Larger than 16"x20"	Available on request

#### **Color Prints**

Print Size	From Existing Negative or Slide
8"x10" or smaller	\$ 40.00
11" x 14"	50.00
16" x 20"	70.00
Larger than 16"x20"	Available on request

### Prints from New Digital Files

If a digital file does not exist for the image or object requested, or the existing digital file is not of sufficient resolution to create a print, a new digital file must be created by scanning before a print is produced. The complete image will be printed and no retouching will be done to eliminate imperfections existing in the negative, slide or original material. *Prices for retouched or enhanced digital images will be given on request on an individual basis.*

#### **Black and White**

Print Size	New Negative: Flat Object under 48"	New Negative: Flat Object over 48" or Three-Dimensional Object
8"x 10" or smaller	\$ 40.00	\$ 70.00
11" x 14"	50.00	80.00
16" x 20"	70.00	100.00
Larger than 16" x 20"	Available on request	Available on request

## Color

Print Size	New Negative: Flat Object under 48"	New Negative: Flat Object over 48" or Three-Dimensional Object
8"x 10" or smaller	\$ 50.00	\$ 80.00
11" x 14"	60.00	90.00
16" x 20"	80.00	110.00
Larger than 16" x 20"	Available on request	Available on request

### **Digital Images**

Existing digital images of photographs in the museum collection are also available for purchase. If a digital file does not already exist for the image or object requested a new digital file must be created by scanning it for an additional \$10 fee. *Prices for higher resolution digital images will be given on request on an individual basis.* **Further distribution of these images to other individuals through the internet: emails, websites, blogs, or social media like Facebook is not allowed.**

Individual Use Fee
\$25.00 each
Commercial Use Fee
\$50.00 each

### **Digital Scans**

The museum has state of the art scanners on which we can scan your personal photographs, slides, negatives, and documents, by appointment, as JPG, TIFF, or PDF files, and transfer the digital files onto a CD/DVD, your flash drive, or email them to you.

Digital Scan
\$10.00 each
CD/DVD
\$10.00 each

### **Oral Histories and Video Recordings**

The Gunn Museum has an active oral history program. Copies of interviews with Washington's residents in both audio and/or video format are available. Copies of history lectures and exhibit introduction films are also available for purchase.

CD/DVD
\$10.00 each

**Gunn Historical Museum**  
**P.O. Box 1419 \* 5 Wykeham Road**  
**Washington, Connecticut 06793**

Phone: 860.868.7756 [www.gunnlibrary.org](http://www.gunnlibrary.org) Email: [curator@gunnhistoricalmuseum.org](mailto:curator@gunnhistoricalmuseum.org)

**Request for Photographic Services/Reproduction Rights**

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

Applicant Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I/We would like to order the following photographic prints or digital images:

<u>File Name &amp; Identification Number</u>	<u>- Print or Digital</u>	<u>- Size</u>	Color	B&W
1. _____			<input type="checkbox"/>	<input type="checkbox"/>
2. _____			<input type="checkbox"/>	<input type="checkbox"/>
3. _____			<input type="checkbox"/>	<input type="checkbox"/>
4. _____			<input type="checkbox"/>	<input type="checkbox"/>
5. _____			<input type="checkbox"/>	<input type="checkbox"/>
6. _____			<input type="checkbox"/>	<input type="checkbox"/>

How will you use the photos that you have requested? Circle all that apply:

Personal Use/Display	Book	Dissertation
Individual Research	Periodical	Exhibition/Display
Non-profit	Newspaper	Exhibition Catalog
Commercial	Advertisement	Video/Film/DVD
Publication	Brochure	PowerPoint
Website	Social Media/Facebook	Blog

I/We agree that permission is granted for one-time use only. This request respects all terms outlined on the attached sheets. Credit line will read: "**Collection of the Gunn Historical Museum, Washington, Connecticut**". Fees for Reproduction Rights and Photographic Services must be pre-paid by cash, check, or credit card. No refunds are given and no sales tax is charged. Shipping, handling, insurance is extra.

Fee Total for above order: \$ \_\_\_\_\_ (before shipping, handling, and insurance)

Credit Card #: \_\_\_\_\_ CIV # \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Name on Card \_\_\_\_\_

Exp. Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Museum Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date