



CSH Fee Guidelines

The Center for Sacramento History (CSH) allows reproduction of its photographic and archival collections for personal and reference use. The reproductions may also be licensed for publication, public display, and merchandising under certain restrictions. CSH charges fees for the reproduction work and subsequent use of those reproductions. Revenue generated from the purchase and use of reproductions from CSH fund the preservation of its collections. Applicants must state the intended use for each reproduction. CSH reserves the right to refuse any reproduction request. Reproductions may not be copied or resold at any time. Responsibility for possible copyright infringement, invasion of privacy, and the rights of publicity from the use of reproductions is assumed by the applicant. Fees, payable by cash or check made out to the *City of Sacramento*, are due at the time services are rendered. All sales are final.

REPRODUCTION FEES

CSH staff will provide reproductions of its collections provided duplication is not restricted by prior agreement with a donor; can be produced without damage or any substantial risk of damage to the originals; and does not violate the “Fair Use” provision of Title 17 of the United States copyright law. The copyright law governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. CSH reserves the right to refuse to accept a reproduction request if, in its judgment, fulfillment of the order would involve violation of copyright law. Each request for reproduction will be reviewed by staff.

Orders require a two week turn-around time (not including mailing time). All in-house copying will be done by CSH staff or trained volunteers only. Scanners are not allowed in the reading room; digital cameras are allowed upon approval for reference purposes only. No more than twenty (20) percent of a collection/printed item/publication/exhibit may be photocopied or reproduced. Any copy negatives created in the production of an order remain the property of CSH.

PHOTOGRAPHS

Photocopy Reproduction (of prints not available in online database)	\$.50 per image, plus service fee: 1-10 copies, \$2.50 11-20 copies, \$4.00 20+ copies, \$13.00 per half hour
Photographic Reproduction	<i>contracted through vendor</i>
Digital Reproduction – Scan	\$25.00 service fee per every ten images
Scan(s) burned to CD/DVD	\$3.00 per disc
LaserJet print (from negatives only)	\$3.00 per image, 5 image limit

ARCHIVES (MAPS/PLANS/DRAWINGS/EPHEMERA)

Photocopy Reproduction	\$.25 per page, plus service fee: 1-10 copies, \$2.50 11-20 copies, \$4.00 20+ copies, \$13.00 per half hour
Photocopy/Digital Reproduction (items larger than 11” by 14”)	<i>contracted through vendor</i> , plus service fee: \$15.00 per half hour, 1 hour minimum
Digital Reproduction – Scan (items smaller than 11” by 14”)	\$25.00 service fee per every ten images
Digital Reproduction – Camera (for reference purposes only)	\$.25 per image
Scan(s) burned to CD/DVD	\$3.00 per disc

PHOTOGRAPHING/FILMING of Photographs & Archives

Images/artifacts shot for editorial, non-editorial (merchandising), and advertising is done at CSH facilities only. These photographing/filming/videotaping charges are *in addition* to use fees. Research must be completed, images approved and appointments scheduled in advance of the photographing/filming/videotaping session.

For-profit	\$100.00 per hour, 1 hour minimum
Non-profit*	\$50.00 per hour, 1 hour minimum

SOUND/MOVING IMAGES

KCRA TV Film Collection (searches & transfers)	<i>contracted through vendor</i> , plus service fee: \$125.00 per project (For-profit) \$65.00 per project (Non-profit)
Moving Image/Recorded Sound Collections	\$25.00 per duplication order
Duplication to VHS/cassette/CD/DVD	\$3.00 per storage medium

OTHER FEES

Shipping and Handling	\$5.00 per order
Research conducted by staff	\$50.00 per hour, 1 st hour free
Rush service, as schedule permits	100% surcharge

USE FEES

CSH retains all rights to the collections requested for reproduction. Permission for publication is granted for one-time, non-exclusive use and only for the expressed purpose described in the *Copyright Understanding Form*. Any subsequent use or change in use constitutes reuse and must be applied for in writing. All reproductions must be credited as follows:

Center for Sacramento History, [Collection Name], [Accession Number]

Credits should appear in close proximity to the image or in a special section devoted to credits. Altering the original image beyond standard cropping requires written permission from CSH. These changes must be indicated in the accompanying caption. Applicant agrees to provide CSH with one copy of the work containing the reproduction.

A *Copyright Understanding Form* must be completed, stating the intended use of the reproduction, and signed by the requestor. CSH reserves the right to refuse any reproduction request. All responsibility for possible copyright infringement, invasion of privacy, and the rights of publicity from the use of reproductions is assumed by the applicant. For uses not listed below, please contact CSH.

EDITORIAL USE: editorial use within books, periodicals, and other published works. For use on the cover of a magazine or book, *the rate is 2 times the amount listed below*. Subsequent printing and additional uses are normally charged at one-half the original fee, but should be verified and permission granted beforehand.

*Non-profit refers to any governmental agency or organization able to demonstrate 501 C (3) not-for-profit status.

	IN Sacramento County	OUTSIDE Sacramento County
For-profit		
Circulation/print run less than 10,000	\$35.00 per image	\$70.00 per image
Circulation/print run greater than 10,000	\$50.00 per image	\$100.00 per image
Non-profit*		
Circulation/print run less than 10,000	\$25.00 per image	\$50.00 per image
Circulation/print run greater than 10,000	\$40.00 per image	\$80.00 per image

NON-EDITORIAL USE: for reference, office & home display.

Personal use	\$10.00 per image	\$12.00 per image
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NON-EDITORIAL USE (MERCANDISE): unbound products such as postcards, posters, calendars, brochures, company reports, or for murals or other artwork.

For-profit		
Production run less than 5,000	\$75.00 per image	\$150.00 per image
Production run greater than 5,000	\$100.00 per image	\$200.00 per image
Non-profit*		
Production run less than 5,000	\$50.00 per image	\$100.00 per image
Production run greater than 5,000	\$65.00 per image	\$130.00 per image

ADVERTISING: includes print (newspaper and magazine), television, & web advertisements, billboards & in-store/restaurant display.

For-profit	\$100.00 minimum, rate dependent on use
Non-profit*	\$100.00 minimum, rate dependent on use

ELECTRONIC/FILM: editorial use in film, television, video, CD-ROM, & web pages of each still image.

For-profit	\$50.00 per image	\$100.00 per image
Non-profit*	\$25.00 per image	\$50.00 per image

KCRA TV FILM COLLECTION/MOVING IMAGE COLLECTIONS: editorial use in film, television, video, CD-ROM, & web pages of moving image collections. Each order is for a minimum of 15 seconds and 1 market, and a service fee. All preview and master tapes remain the property of CSH and must be returned.

For-profit	\$13.00 per sec./per market
Non-profit*	\$7.00 per sec./per market