



# GOOCHLAND COUNTY HISTORICAL SOCIETY

P.O. Box 602 • Goochland • Virginia • 23063

## PHOTOGRAPHIC REPRODUCTION & PERMISSION FEES

---

### **Reproduction Services and Fees**

All requests for digital reproductions or permission to reproduce images with the collection of the **Goochland County Historical Society** (herein after "**GCHS**") must be requested in writing using the Photographic Reproduction Rights Form. Requests cannot be processed until **GCHS** has received a completed order form and full payment of the use and production fees.

Orders will be handled as staff time allows. Please allow 2 weeks once payment is received for regular orders, larger or special orders may take longer. No rush orders will be accepted.

Payment in advance is required for all orders. **GCHS** accepts cash, check and credit card payments.

Shipping is done via First Class mail (unless special delivery is requested). A shipping and handling charge is added to every order. Shipping prices will be provided upon receipt and confirmation of order. All digital images are sent on a CD.

Special condition fee rates for uses not listed in this schedule will be quoted upon request. **GCHS** reserves the right to charge special fees for some commercial uses as determined on a case-by-case basis. All fees are subject to change.

### **Non-Profit Eligibility**

We are pleased to support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal not-for-profit status by providing suitable documentation such as Internal Revenue Service tax-exempt certificate or letters of exemption.

### **Sales Tax Exemption Certificate**

Sales tax will be added to all invoices for photographic production and sales. Customers that are exempt from sales tax must provide proof of exemption prior to placing an order for photographic services.

### **Photographic Reproduction Fees**

Reproductions of materials from the collections of **GCHS** are provided under license agreement for purposes indicated in writing by the user and agreed to by the **GCHS**. Conditions governing their use are specified on a contractual agreement generated by the **GCHS** and to be signed by both the user and a representative of **GCHS**. Costs for reproduction of materials from **GCHS's** collections are the sum of two fees: the permission and production fees. **GCHS** reserves the

right to require special fees for some forms of commercial uses. **GCHS** also reserves the right to deny requests at its discretion. The prices listed are subject to change.

---

### **Permission Fees**

#### **Photographs: One-time use**

Includes one-time, one-use, non-exclusive, single language, and publication rights.

#### For-profit entities

- |  |       |
|--|-------|
| - within books, periodicals, and other published works | \$60  |
| - Video, film and DVD productions, CD Rom              | \$100 |
| - Advertising and other non-editorial use              | \$200 |

#### Non-profit entities

- |  |       |
|--|-------|
| - Within books, periodicals, and other published works | \$30  |
| - Video, film and DVD productions, CD Rom              | \$50  |
| - Advertising and other non-editorial use              | \$100 |

#### Personal use

\$20

#### Cover Use

Includes book or media packaging

For-profit

\$300

Non-profit

\$100

#### Exhibition and Public Displays

For-profit

\$100

Non-profit

\$50

#### Internet Use

For-profit

\$100

Non-profit

\$50

---

### **Production Fees**

In addition to the above stated fees, users will be charged an "image production" fee. Production fees are affected by the nature of the original material ordered as well as the user's desired end product.

#### Prints

May be provided upon special request.

#### Digital Images

All digital files retain the dimensions of the original source unless new photography or scanning from a negative or transparency is required. Images that require new scanning or custom specifications include an additional fee.

- |                               |      |
|-------------------------------|------|
| - 72 DPI image, JPEG or TIFF  | \$10 |
| - 300 DPI image, JPEG or TIFF | \$20 |

- 600 DPI image, JPEG or TIFF \$30
- New scan/custom scan negatives \$20
- New scan/custom scan prints \$15
- CD \$5

Have a question? Call (804) 556-3966, or email us at [gochlandhistory@comcast.net](mailto:gochlandhistory@comcast.net)