

# Gage County Historical Society

## RESEARCH AND USE Policy

Photographs, ARCHIVES, & exhibit ITEMS

Adopted 2008 Revised 2012

### Photographic and archival COLLECTION PUBLICATION USE AGREEMENT

1. All photographic requests must be accompanied by a signed **Publication Use Agreement (see attached)**; this signature puts the burden of proof on the user for copyright issues.
2. All money collected (in advance) is considered a donation deposited under research and is non-refundable.
3. All paper copies will be stamped with: Gage County Historical Society's official stamp.
4. Copies made of each image will be attached to the Publication Use Agreement.
5. Scanning or copying will be done by Gage County Historical Society and are not allowed by individuals, businesses and/or organizations or clubs.
6. All scanned images must be approved and signed by Director or Curator to make sure all protocol has been followed.
7. The GCHS has the right to refuse to duplicate items in the Museum's collections due to condition or donor restrictions.
8. Requester must sign the Publication Use Agreement and make a donation before the image will be released.
9. We request a donation of at least \$30, one time use, for a scanned image (300dpi) from all individual or profit making institutions. Sustaining Members and non-profits we ask a \$20, one time use donation. Proof of non-profit status required. Exemption considered.
10. Local media, doing historical stories, are free one time use, following signed Publication Use Agreement. If used for ad sales the charge would be \$30 per image.
11. Standard delivery time is two week from the date the donation is received unless the request is more than five images. At which time the GCHS will evaluate and give a possible date of delivery. **Rush Services** (within five business days) may be possible dependant on staff availability, and are charged double the donation.

## **PAPER COPIES of photographs**

1. Paper copies of photographs from GCHS office files are \$2 for non-members and \$1 donation for members
2. Paper copies of photographs from a scanned image are \$10 for non-members \$5 donation for members and (a Publication Use Agreement must be signed) Sustaining Members receive two free copy scans.

## **Photocopies from office files**

1. Five free copies to members and students.
2. 25c per copy to general public on letter paper and 50c for legal

## **RESEARCH POLICY**

### **Genealogy, land, building, businesses, homes and other Gage County related research**

1. \$15 donation accompanied by a request form or email request for the GCHS to begin research. The GCHS will however answer the request with a list of what is available without the \$15 donation ahead of time.
2. Standard delivery time is two weeks from the date the donation is received. The donation will reflect the depth of the research (i.e. based on \$30 an hour.) The time to research will be based on staff availability, and are charged double the donation for rush service (within 5 business days.)
3. In addition to the research, photocopies from the research office will be
  - a. 25c per photocopy
  - b. \$2 photocopy of marriage licenses
  - c. \$10 for copy of guardianship, wills and probate
  - d. Special microfilm search \$15 first search multiple searches for more names at the same time \$5 each. (one name, must have date)

### **Use of exhibit materials**

\$25 donation or other considerations      Sustaining members free  
At least one week prior notice

Foam Manikins

Stands    Quilt Racks    Tables    Chairs

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### **PHOTOGRAPH COPYRIGHT LAWS (6-9-2008 per Leeds University)**

**Published:** copyright expires 70 years after a known photographer's death or 70 years after the publication of the work of an unknown photographer. Example: postcards made in 1910 by Roszell (died in 1983); Gale (died in 1969)

**Unpublished:** for unknown photographers, copyright expires after the creation of any unpublished photograph taken before June 1957.

All unpublished photographs taken since June 1957 are currently protected by copyright.