

## Suffern Free Library Licensing & Image Reproduction Request Form

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Send completed form to:      Suffern Free Library  
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**Fee Schedule:**

1. \$10 per image for not-for-profit institutions, personal use, private research and scholarly use (school report or dissertation).
2. \$20 per image for use on a personal website or exhibition.
3. \$50 per image for publication (in print or electronic form) in a book, journal, magazine or commercial website.

**Suffern Free Library**  
**Licensing & Image Reproduction Policy**  
Adopted May 27, 2008 by the Suffern Library Board of Trustees

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14. The requestor agrees to send the Library one copy, best edition, of the published work, containing the image(s) free of charge. All expenses for shipping and handling are to be borne by the requestor. The Library must be notified with the URL address of all website uses and notified of all URL address changes.

**Fees:**

1. Fees cover one-time, one-use, non-exclusive use of one specific image.
2. Prepayment of all fees is required before permission is granted. Default in payment shall immediately revoke permission. Fees are non-refundable.
3. Fees cover the cost of photographic reproduction and delivery of item via US mail. Express delivery will incur additional costs.
4. Fees for other media will be negotiated on a case-by-case basis.
5. Once the order is taken to the photographic lab, it cannot be changed or cancelled. The requestor is responsible for all charges once the work on the photo order begins.

**Fee Schedule:**

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