

## Suffern Free Library Licensing & Image Reproduction Request Form

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Non-profit status ID No. \_\_\_\_\_ Student/Faculty ID No. \_\_\_\_\_

### Material Requested

I hereby request permission to reproduce the following image(s) physically owned by the Suffern Free Library:

Image ID No. or Call No.	Description: Collection name, shelf list numbers, creator/photographer/artist	Requested Medium	Use Fee

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

### Intended Use of Material (Project Description)

I wish to use the material for the following purpose:

Title of Project: \_\_\_\_\_ Est. Project/Publication Date: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Describe Use/Exhibition info (Personal, Research, Commercial, Promotional, etc.):

\_\_\_\_\_

\_\_\_\_\_



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

The Suffern Free Library “the Library” reproduces images in photographic form. These images may include original photographs, maps, books, manuscripts, and artifacts. Individuals and institutions wishing to receive reproduced images from the collection of the Library must submit a request in writing. Fees may be associated with use of the image(s). Usage is predicated on the following terms and conditions:

1. The requestor must complete and submit a **Licensing & Image Reproduction Request Form “Request Form”**. The applicant agrees to abide by all terms, conditions and provisions of this policy and the **Request Form**. Permission for reproduction is limited to the applicant and is non-transferable. The image may not be loaned, sold or given to any commercial agency, person or organization. The requestor may not make any derivative copies of the image. Other persons or organizations interested in using the reproductions must contact the Library to request and secure permission for use.
2. The permission for reproduction granted is for a one-time, non-exclusive use only of the image(s) for the express purpose indicated on the **Request Form**. Any subsequent usage constitutes reuse and must be requested in writing to the Library. Any change in use from that stated on the **Request Form** requires permission from the Library. An additional fee may be charged for reuse or change in use.
3. The Library reserves the right to refuse reproduction of its holdings and to impose such conditions as it may deem advisable in its sole and absolute discretion in the best interests of the Library. The Library reserves the right to refuse any order for reproductions that it feels might damage the original.
4. The Library reserves the right to choose the reproduction method based on the material. The requestor may not remove the original image from the Library to make a reproduction. The requestor may not make photocopies of images or use personal scanners and other personal reproduction devices. This is based on the assumption that the intense light and heat of photocopiers can damage photographs. The requestor may not take digital or film photographs of the image(s).
5. The integrity of the image must be maintained. Use of the image within a context that is misleading or defamatory is not permitted. Unless approved in advance by the Library, each image must be reproduced unaltered and in its entirety. The Library reserves the right to examine proofs and captions for accuracy and sensitivity prior to publication with the right to revise, if necessary.
6. In granting permission to the requestor, the Library does not surrender its own right to use the image or grant others permission to use them.
7. The use of the material in publication (in print or electronic form) complies with any donor agreements that may be attached to the materials.
8. Some of the requested works which are physically owned by the Library may be protected by copyright, trademark or related interests not associated with the Library. The requestor must assume responsibility for determining whether any such intangible rights exist, for obtaining all necessary permissions, and for guarding against the infringement of those rights that may be held elsewhere for the use of the material in publication (in print or electronic form).

9. An individual depicted in a reproduction has privacy rights as outlined in Title 45 CFR Section 46 (“Protection of Human Rights”). The requestor must assume all responsibility for securing permission from individuals whose privacy may be violated by the publication of this image and for conforming with the laws of libel, which may apply to the use of the reproduction(s).
10. You may download low-resolution images directly from the Library web site for personal, research or study purposes for free. This includes classroom use and student projects. It does NOT include using images to populate online courses (even if password protected). For this type of use and any nonprofit or commercial publication (i.e. book, journal, magazine, newspaper, brochure, newsletter, annual report, etc.), CD-ROM, broadcast, website, exhibition, and promotional material you will need to contact the Library and complete the **“Licensing & Image Reproduction Request Form”** for the appropriate permissions and fees.
11. The Library is not responsible for any illegal or improper use of its materials, including infringement of copyright law. In all instances, the applicant agrees to defend and indemnify, the Library and its agencies, their officers, and /or their employees or designates harmless from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, arising or resulting from our use of these reproductions.
12. The reproduced image(s) should be cited as follows with the standard credit line: “Courtesy of the (Name of Collection), Suffern Free Library, Suffern, NY.” Reproductions distributed electronically must contain the credit as part of the image. When permission is granted to disseminate reproductions electronically, the Library reserves the right to require an electronic watermark or other identifying code within the scanned file. *Failure to credit the Library will result in a penalty of \$100 per image published or exhibited.*
13. As the physical rights holder of this material, most of which is in the public domain for copyright purposes, the Library charges a usage fee if images are to be used in any nonprofit or commercial publication, broadcast, website, exhibition, promotional material, etc. The licensing and usage fee is not a copyright fee. Imaging fees cover the costs of reproduction and directly support our collections and projects. Licensing also helps to maintain the integrity of our collection by regulating where and how our images may be used.
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:**

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.