

Suffern Free Library - Licensing & Image Reproduction

Approved by Suffern Free Library Board of Trustees on 06/28/2022

This policy supersedes all prior policies and practices relative to this subject.

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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:

- Fees cover one-time, one-use, non-exclusive use of one specific image.
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- Fees cover the cost of photographic reproduction and delivery of item via US mail. Express delivery will incur additional costs.
- Fees for other media will be negotiated on a case-by-case basis.
- 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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Suffern Free Library Licensing & Image Reproduction Request Form

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Telephone: _____ Fax: _____ Email: _____

Non-profit status ID No. _____ Student/Faculty ID No. _____

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

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I accept the above conditions and apply for permission to reproduce the images:

Signature: _____ Date: _____

Send completed form to: Suffern Free Library
 210 Lafayette Ave.
 Suffern, NY 10901

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.