

REPRODUCTION AND USE FEES

PHOTOCOPYING (XEROGRAPHY)

Amherst College community:.....\$0.15 per exposure
All other patrons:\$0.25 per exposure
Handling charge, for orders that must be shipped (postpaid in U.S.; foreign postage extra)....\$4.00 per order

PHOTOGRAPHS

5" x 7" black and white print, no negative on file:..... \$15.00 per print
5" x 7" black and white print, negative on file:..... \$10.00 per print
8 x 10" black and white print, no negative on file:..... \$20.00 per print
8 x 10" black and white print, negative on file:..... \$15.00 per print
Color slides:.....\$6.00 per slide
Color prints, larger black and white prints, and larger transparencies: Price quotes available on request
Handling charge, for orders that must be shipped (postpaid in U.S.; foreign postage extra)....\$5.00 per order

DIGITAL IMAGES

Single photograph or document (up to 5 pages), no digital image on file: \$20.00 per item
Single photograph or document (up to 5 pages), digital image on file: \$15.00 per item

AUDIO AND VIDEO RECORDINGS:..... Price quotes and use fees are available on request.

COMMERCIAL USE FEES

All commercial use fees are for one-time, non-exclusive use in the body of print publications. Reuse in a new edition is considered a separate use and is subject to an additional fee.

Daguerreotype portrait of Emily Dickinson:\$250.00
All other images:.....\$150.00 per image

Fees for other uses (e.g., dust jackets, advertising, video production) will be negotiated. Fees for advertising will typically be 150% of standard use fee; for electronic use (CD-ROM or Web sites), 200%.

FEES FOR NON-PROFIT ORGANIZATIONS

Non-profit organizations must provide evidence of status (e.g., tax-exempt number).

All images:\$35.00 per image

*Use fees may be reduced or waived under some circumstances, at our discretion.
All reproductions and permissions for use are subject to the conditions specified overleaf.*



CONDITIONS OF REPRODUCTION AND USE

Payment: Advance payment is required for all off-campus orders. Billing arrangements may be made at our discretion.

Acceptance of Orders: Orders for reproductions of materials in the collections are accepted at our discretion. We reserve the right to refuse any order.

Fulfillment of Orders: Orders will be filled as time permits; orders for large amounts of material, if accepted, may take a substantial amount of time. Deadlines must be made known and agreed to by us in advance.

Photographic Orders: Photographic orders are subject to the College Photographer's schedule, and typically take four to six weeks.

Rush Photographic Orders: Rush orders for photographs will be accepted only after consultation with the College Photographer. Such orders are normally subject to a 100% surcharge (i.e., double the normal cost of the order).

Shipping: Shipping will normally be by U.S. Postal Service (library rate within the U.S.). **We cannot take responsibility for loss or damage in shipping. U.S.P.S. insurance will be provided at patron's expense, if requested.** Federal Express or other expedited shipping may be provided at patron's expense. Postage outside the U.S. is charged in addition to the handling fee. Faxing (of small photocopy orders only) may be possible in certain circumstances, at our discretion and with payment of additional fees as required.

Use of Reproductions: Photographs, photocopies or digital images may be used only for the purpose stated in the original application and agreed to by us. They may not be further reproduced or placed in any library, archives, or other collection for use by others, without our express permission.

Credit: The basic credit line "Amherst College Archives and Special Collections" must appear in conjunction with each image reproduced. Additional information (e.g., name of collection or manuscript number) must be included, as specified in each individual instance. Each image must be credited separately, preferably in a caption credit, but in any case on the same page as the image, or on the facing page.

Fees: All fees listed are subject to change. Fees for uses not listed will be quoted on request. We reserve the right to charge special fees for some commercial uses, as determined on a case-by-case basis.

Photography or Videotaping by Patrons: In some instances, at our discretion, users may bring camera equipment into the Archives and Special Collections for still photography, filming, or videotaping of materials in the collections. Arrangements must be made well in advance, and fees will apply for off-campus groups (for commercial use, typically \$150.00 minimum plus \$15.00 per item retrieved).

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.