

TERMS AND CONDITIONS OF SALE OF PHOTOGRAPHIC REPRODUCTIONS (Revised 2013)

- A.) Payment: All orders must be prepaid.
- B.) Negatives: If the Archives does not have a copy negative from which it can reproduce a photograph, an additional fee (as established on the Archives Fee Schedule) will be charged to produce a copy negative. The copy negative will become the property of the Greenwood Archives. In the case of digitalized images, the Archives shall receive a disk with the scanned images and a list of the programs used to manipulate the images.
- C.) Service Timing: Depends on the size and complexity of the order and the workload of the lab doing the reproduction.
- D.) Permission: In purchasing a print, the researcher obtains permission for personal use only. Permission is not granted for further reproduction or for use other than that specified in the original application for reproduction.
- E.) Publication: The Archives does not charge an extra permission fee for photographs reproduced in newspapers or magazines. We do request the Archives be credited and the photograph number be cited as follows: Photo: Greenwood Archives "1-2-3"
- F.) Commercial use: Any proposal that involves reproduction of a photograph for commercial purposes (other than newspaper or magazine) must be submitted in memorandum form to the Director, Archives for approval and, if approved, for discussion of restrictions and additional commercial use fees. (see Appendix i)
- G.) Copyright: In instances where copyright for a photograph rests with another institution or individual, the researcher is required to make reproduction arrangements directly with the copyright holder.