Image Reproduction Policy
of
Anderson Island Historical Society

9306 Otso Point Road
Anderson Island, Washington 98303

The purpose of this policy is to define the AIHS policy for the reproduction of historical documents by individuals and organizations not affiliated with the Historical Society.

1.0 General

1.1 Definitions
AIHS: The Anderson Island Historical Society
Historical Society: (HS) The Anderson Island Historical Society
Archival Building: Display and meeting building containing Stephenson Hall, McGoldrick Library, AIHS Office, Archival Storage and Historical Displays.
Johnson Historical Farm (the farm): The entire facilities of the Historical Society.
Originals: Documents and artifacts in their original native state. This is applicable to both original documents and photographs and also to primary copies for which an original is no longer available in HS archives.
Loan recipient: The person responsible for usage and care of the material.
Archives Director: The AIHS Board director responsible for managing the archives of the HS.

1.2 General usage
Permission may be granted for the use of copies of photographs and other still image material from AIHS in the following categories of use:
Personal research
Academic research
Non-Profit
Commercial

AIHS retains all rights to its images, including the right to grant or refuse others permission to reproduce the images. Cost for use or reproduction of any of the AIHS materials is shown in **Appendix A.**

1.3 Conditions for Use

1. Use fees are assessed on a one time, non-exclusive basis. AIHS does not grant open ended permission for future uses, and never grants exclusive rights.

2.   AIHS must be credited using the following credit line:

       "Courtesy of the Anderson Island Historical Society, Anderson Island, WA"

3.   AIHS will be given one complimentary copy of any publication or audio-visual production in which our images appear.

4.   Users of our images assume all responsibility for questions of copyright and invasion of privacy that may possibly arise in their reproduction and use.

5.   Images may not be altered in any way without written permission from AIHS.

6.   Subsequent use of images other than stated on this Request Form must be requested separately.

7.   Users may not donate images to other individuals or organization without written permission from AIHS.

8.   The AIHS reserves the right to refuse permission if usage is deemed inappropriate.

Responsibility
            The president shall ensure the enforcement of this policy.

Adopted by the Board of Directors

Robert Bedoll

President, Anderson Island Historical Society
April 14, 2019

Appendix A: Conditions of Use Acknowledgement

I acknowledge that I have received, read and understand the "Conditions for Use" as it appears in this policy and agree to comply with all terms listed.

Organization:_____
Signature:_____ Date:_____

Print Name:_____

Address:_____

Email Address:_____-
      Phone Number:_____

<u>Ordering Information</u>

1.   Description of images requested:

2.   Copy format requested (please check one):

        Print [ ]   Email [ ]   Digital File –DVD or FlashDrive [ ]_____

3.   Indicate the intended use of requested images (please check one):

        (a) Research (personal)
        (b) Non-Profit or academic
        (c) Commercial

4.   Provide brief description of intended use.

<u>Rates</u>

Rates are current as of the date of the latest revision, but are subject to change.

1.   Prints from physical archives after retrieval from storage

        (a) Photocopies –Black & White $0.25

        (b) Color Photocopies - $1.00 (personal use), $5.00 (all other uses).

2. <u>Prints from Computer Files</u>

   (a) Black & White $0.25

   (b) Color Photocopies - $1.00 (personal use), $5.00 (all other uses).

   (c) All copies to be made by AIHS personnel Only.

3. <u>Digital Images</u>.
   (To be copied to <u>AIHS supplied (media) FlashDrive or SD media only</u> and not to media provided by others).

   (a) For personal & academic use - $5, All other uses - $10

   (b) Shipping and handling charges will be added to all orders.