

BROOKLYN
HISTORICAL
SOCIETY

Othmer Library
128 Pierrepont Street
Brooklyn, NY 11201

Othmer Library Photocopy and Photo Reproduction Fees

**Payment: Cash payments are desirable. All checks payable to “The Brooklyn Historical Society.”
MasterCard and Visa are accepted.**

The use by Library patrons of hand-held scanners or digital cameras to capture textual information or visual images is categorically prohibited.

Photocopying Services: A Library staff member determines the suitability for photocopying of a book, document, or photograph and performs all photocopying. **Last photocopy orders: 4:15 p.m.** The usual turnaround time for photocopy requests is three business days from receipt of request and payment. Large photocopy orders will **not** be completed on the day ordered.

Photocopies:	.50 cents per page
Handling fee for all copy orders of 30 or more pages:	\$ 20.00 per hour
Photocopy orders sent by domestic U.S. mail:	\$ 5.00 minimum
Color photocopies:	\$ 7.00 minimum each item

Library patrons are limited to a total of 50 copies per day.

Photography and Scanning Services:

Digital Scans: Brooklyn Historical Society’s Othmer Library can provide photographic reproductions or digital images on compact disc. The Library does not email digital images. The Library scans at 300 dpi and saves as TIF uncompressed Windows files, or other format upon request.

Digital image	\$25.00 each image per order
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Images requested for scans at a resolution higher than 300 dpi or larger than the standard 8”x10” scanning dimensions will increase the fee by \$20.

Postage and handling fee for all image orders:	\$ 2.00
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Other shipping fees and special order scans are priced by arrangement.

The usual turnaround time for image scans is two weeks following payment (April, 2006).

Photo reproduction costs

See next page for fee schedule. Photographic reproductions are outsourced and usually take one to two weeks. Fee for image reproduction does not include permission to publish, which must be requested by separate application and payment of appropriate fee.

B&W Photography

Copy negative creation (120mm)	\$ 20 (negative is retained by BHS)
5 x 7 or 8 x10 print	\$ 25
11x 14 or 16x20	\$ 40
Larger images: priced by commercial vendor.	

Color Prints

Copy Negative (120mm)	\$ 25
5x5 or 8x10 print	\$ 30
Custom color print: priced by commercial vendor	
Color slides (35mm)	\$ 25
Color transparency	\$ 65

Off Site Retrieval

Retrieval of boxes, files, images or objects from off-site warehouse storage is not possible at the present time.

Filming on-site in the Library

Fee for any portion of any day: \$ 3,000.00

Note that filming is arranged by prior consultation with the VP of Collections and the Facilities Manager and can be scheduled only on days when the Library is not open to researchers.

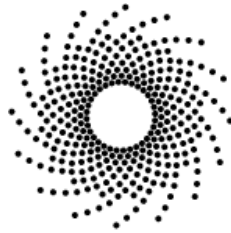
COPYRIGHT AND PERMISSIONS FEES PER IMAGE

Use	1 Country/1 Language	World Rights
Print	\$100	\$100
Digital Media (CD/DVD)	\$100	\$100
TV/Film	\$100	\$100
Book Cover	\$100	dependent on print run
Other Uses (advertising, exhibition, website, etc.)	\$100	\$100

NB: Scholarly academic journals and exhibition catalogs are charged a reduced permission fee per image: \$25.00

Rights and Reproductions Policies

- All fees for publication are for one-time use for a period not to exceed ten years. Permission to publish relates only to the media format specified in the original request, is not given in perpetuity, and does not cover uses not specified in the original request, including, but not limited to, subsequent editions, world broadcast rights, and re-broadcast.
- Permission to publish images or to use moving images is requested from the Vice-President for Collections, Brooklyn Historical Society. A form is supplied by BHS to indicate image(s) requested, image(s) usage, and description of any other relevant publication or broadcast information.
- The Brooklyn Historical Society reserves the right to refuse use of requested materials.
- The following credit line must be used at all times, without exception, on each image reproduced from our collections : **The Brooklyn Historical Society**



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Application for Reproductions and Copyright Permission

Image(s) or document(s) requested:

Name of document or image number

Examples: *H. W. Beecher letter Jan. 10, 1860*

or

Brooklyn Navy Yard V1972.321

or

Borough Hall V1974.123

Repro format

Photocopy

Digital Scan

B/W print glossy

Size

8.5 x 11

-

5x7

DPI

-

300

-

1. _____

2. _____

3. _____

4. _____

(Continue on additional page(s) as needed.)

Document(s) or image(s) listed above will be used for:

Book ____, Book cover ____, CD/DVD ____, TV/Film ____, Website ____, Exhibition ____.

Other (describe)

Publication/Project Description

Author _____ Publisher/Producer _____

Title _____

Print Date _____ Print Run _____ Other format _____

Describe context of image use: (please attach any additional information)

Distribution Rights

_____ One Country/One Language

_____ World Rights/multiple languages

Brooklyn Historical Society COPYRIGHTS PERMISSION AGREEMENT page 2

Applicant's name _____ Title _____

Address _____

Telephone _____ Fax _____ Email _____

Institutional Affiliation _____

BHS does not possess copyright for all images in its collection. BHS makes this copy available through Title 17 USC, Copyright Act. User of this work is responsible for determining lawful use.

Signature _____ Date _____

Permission granted for one-time use of each item in the above-cited publication:		
_____	Director _____	Date _____
Permission not granted: _____ Director _____ Date _____		
Number of items _____	Amount of fee: _____	Date of payment: _____

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