Image Use Policy and Fees

Use fees are charged on a per use basis. The Application for Permission to Publish Images must be completed and signed, and all reproduction and use fees must be paid in advance. Forbes Library supports non-profit use of our images. Non-profits need to show their tax exempt # or provide some other written proof of non-profit status, such as by-laws or a mission statement. Fees for non-profits will be waived for exhibition purposes, and a reduced rate will be offered for some publishing purposes.

No use fees are charged for agencies of Federal, State, County or City Governments.

Personal Use:
- Reference purposes or home display: No Fee
- Gift for personal use (home display): No Fee

Commercial Display in Public Spaces:
- Offices, Stores, Restaurants, Lobbies, Hotels: $25.00
- Spaces located in Northampton: No Fee

Exhibitions:
- Commercial: $100.00
- Not-for-profit: No fee

Book Publication: (world wide use, multiple language, print or e-book)
- Inside use: 1-5,000 copies: $25.00
- over 5,000 copies: $75.00
- Book Cover Illustration:
  - 1-5000 copies: $100.00
  - over 5,000 copies: $150.00

Academic Uses: Scholarly publications are exempted. These include dissertations, theses, scholarly journals, and classroom use by students and teachers. A credit line must always appear with each image used. Use fees are not waived for University Press publications or textbooks.

Newspapers, Magazine and Newsletter/Corporate Publications:
- Under 50,000 Circulation
  - Inside: $25.00
  - Cover: $100.00
- Over 50,000
  - Inside: $50.00
  - Cover: $150.00

Advertisement: $200
**Non-Editorial Use:** Includes items such as Posters, Postcards, Calendars, Tee Shirts, Note Cards, etc.

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<th>Non-Profit</th>
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<td>Non-Editorial Use</td>
<td>$50.00</td>
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**CD/ROM, Video and Software:**

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**Television Broadcast:**

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<th>Public or community access TV (local)</th>
<th>Multimedia projects</th>
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<td>Commercial Use</td>
<td>$100.00</td>
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<td>No fee*</td>
<td>Priced per project</td>
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(For multimedia projects being released in more than one medium (broadcast, CD-ROM, DVD, Video) for one production. Does not include Book production or website use. Allows for promotion.)

* A Set-up fee for on-site filming and research will be charged to local Public TV and Cable Access Stations, to be billed at $50.00 (0-4 hours) or $100.00 (4-8 hours). Day starts at booked appt. time - 24 hr. cancellation notice is required.

**Internet/Website:**

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<tr>
<td>Teachers, students, classroom use</td>
<td>No Fee</td>
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<td>Personal</td>
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Images for internet use will be provided at 100 DPI maximum. The intended website address must be provided, and a link to the Forbes Library website is required.

**Research fee**

The first 30 minutes of research is free. After 30 minutes, research time is $30 per hour.
Forbes Library

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4. Forbes Library does not hold copyright over many of the images and illustrations in its collections. Responsibility for identifying and satisfying any claimants of copyright must be assumed by those wishing to reproduce the images.

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6. A credit line must accompany images used in an illustration of any kind. It should read “Courtesy of the Forbes Library, Northampton, Massachusetts.” It must be prominent and legible and must appear in the caption or in close proximity to the image or in the list of credits for each image. Website (electronic) images must contain the credit line as part of the image and must be linked to the Forbes Library website. Failure to properly credit images from Forbes Library’s collections will result in a $200.00 fee per image every time the image is used or shown. Verification that proper use and credit of images has been made requires that a complimentary copy of the completed project or publication be sent to Forbes Library.

7. The staff will scan the best quality image that can be produced, however, that quality is dependent upon the condition of the original image. We do not edit or touch up images. Patrons are responsible for payment for images they request. We do not refund.

8. Forbes Library reserves the right to refuse to reproduce images.

9. Prepayment of all fees, including use fees, is required before permission is granted for reproduction of images. Default in payment will immediately revoke permission.
**Forbes Library: Application for Use of Images/Permission Form**

**Intended Use of Material:**
__These materials are for personal research and will not be copied, reproduced, or publicly displayed.
__These materials will be reproduced. **Type of usage:** ___Commercial Use ___Non Profit Use

Title or description of use:_____________________________________

Author/Producer:_______________________________________________

Publisher:______________________________________________________

Projected Date of publication/production:___________________________

**Format:** ___Book ___Magazine ___E-book ___TV/Film/Video ___Multimedia ___Newspaper
___Advertisement ___Exhibition ___Internet/Website ___Commercial Display ___Non-Editorial Use
___Dissertations/Scholarly Use ___other (please explain_________________________

**Estimated size of edition/print run:** ____________________________

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### Image List and Fee Calculation

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Total ______

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I have the power to enter into this agreement and have read, accept, and agree to abide by the conditions listed above.

Name of Applicant ____________________________ Date:_________

Signature of Applicant ____________________________

Organization and Title: (if applicable) ____________________________

Address: ________________________________________________

City, State, Zip Code: _______________________________________

Telephone, Fax, Email: _______________________________________

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Permission is granted for the use described above. For any other use, a separate application is required.

Forbes Library Staff Member ____________________________ Date:_________

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