

Long Island Collection

Image Reproduction Policy, Fee Schedule, and Request Form

1. Permissions and Selections

- a.** Reproductions of images from the Long Island Collection may be purchased **subject to approval**. The method of reproduction will be determined by the Librarian/Archivist. The Long Island Collection reserves the right to deny or limit reproduction requests.
- b. Patrons are responsible to visit the collection to select their choices for reproduction.** In order to submit a request without visiting the collection, patrons must provide a specific citation; nevertheless, many items are part of larger collections and may only be located through on-site searches.

2. Use and Credits

- a.** Patrons may **only** use reproductions for the use or uses **approved; future uses require additional permissions**. Permission will be given in writing; **the Long Island Collection Librarian/Archivist will NOT sign forms provided by the purchaser.**
- b.** Photographic reproductions may NOT be re-sold nor may the purchaser charge someone else for the use of the reproduction. Other persons or organizations interested in using the reproductions must contact the Long Island Collection to request and secure permission for use.
- c.** Negatives, scans, and other digital and video imaging become the property of the Long Island Collection and may be used in digitization projects of the Long Island Collection or in cooperation with other libraries and non-profit organizations.
- d.** Images must be credited: **Courtesy of the East Hampton Library, Long Island Collection.** If published, **two free copies of the publication should be provided to the East Hampton Library/Long Island Collection.**

3. Charges and Timelines

Please see the fee schedule for specific charges. The Long Island Collection is not responsible for the quality of the final product or for reproductions that are requested but not used. Prices are subject to change. Once a request is submitted, approval may take 24 hours to a week. Reproductions may take two days to two months.

If you wish to submit a photographic reproduction request, you may inquire in the Long Island Collection, download the form, or call 631-324-0222 x4.

Long Island Collection Image Reproduction Policy

Fee Schedule

As of July 1, 2007

Scans from the Long Island Collection will be charged as follows:

\$10.00 per image/side for **original** scans (TIFF) provided on compact disc (CD).

\$5.00 per image/side for **copy** scans (TIFF) provided on compact disc (CD).

JPEGs are free and will be sent by e-mail. If the patron specifically requests a JPEG on a CD, there will be a \$1.00 charge for the disc.

In all cases, patrons requesting images on CD will pay for any related shipping charges.

Any and all payments will be made before materials will be released.

Money collected will support the digitization activities of the Long Island Collection.

(Please use the request form below.)

Long Island Collection Image Reproduction Request Form

Name (& Organization) _____

Address _____

Phone _____ Fax _____

E-mail _____

Do you have a *DEADLINE*? (Not all deadlines can be met.) _____

Intended use of image(s)
(Topic, purpose, and name of publication if applicable.)

Image(s) to be reproduced (up to 3 per request)
(Include call number if available)

Format and Delivery Method Requested:

TIFF(cannot be e-mailed) JPEG Other _____ Resolution: 300 dpi (standard) Other _____

E-mail CD (CD to be picked up at the library _____ CD to be Shipped _____)

Fed Ex Number (if available and applicable) _____

I agree to assume all responsibility with laws regarding copyright. I have received a copy, read, and understand the Long Island Collection Image Reproduction Policy and agree to adhere to its conditions.

Signature _____

Date _____

If you would like an image reproduced, please complete the form and submit it to:

The Long Island Collection
East Hampton Library
159 Main Street
East Hampton, NY
11937

Fax: 631-329-7184 (daytime)

Or scan the completed form and send as an attachment to marci@easthamptonlibrary.org