

### **Photograph Collection Use Policy**

1. Photographic reproductions of images in the Long Island Collection are provided for specific, approved purposes only.
2. The services of an outside reproduction firm of the library's choice will be employed for the production of all prints and negatives. The negatives remain the property of the library.
3. All requests for the purchase and use of photographs must be made in writing, indicating intended use.
4. All requests for permission to publish or reproduce photographs of images in the library's collection must be made in writing and permission must be granted in writing from the library. When published, a credit line must accompany all photographs. Permission to publish again in the future must be requested separately.
5. The use of photographic equipment for the reproduction of prints and negatives within the library is prohibited.
6. The library reserves the right to deny photographic reproduction of images from the collection.
7. The purchaser will expect to pay all postage and handling cost, charges for photography work and a usage fee, in advance.