

## **THE WILLIAMSON MUSEUM PHOTOGRAPHIC POLICIES AND PROCEDURES**

The Williamson Museum (WM) makes its photographic material widely available while carefully maintaining the physical and intellectual integrity of the historic materials. Your interests and the preservation of the materials will be assured by the observance of these policies and procedures.

All photographic and digital copies of materials in the WM collections must be produced in the WM facilities. All copy negatives are the property of the WM. Slides, transparencies, prints and digitized images may not be copied or duplicated by the customer. Requests to videotape photographs must be approved by the WM Curator or other authorized staff.

1. The customer accepts all responsibility for possible copyright infringement arising from the use of reproductions from the WM collection.
2. The WM does not grant or transfer any copyright or other intellectual property rights in the photographic material to the customer. If the WM grants the customer's request for use of the photographic reproduction, permission will be granted to the customer for one-time use only. Any subsequent use of the material requires the written permission of the WM Curator or other authorized staff. All other rights, including those of further publications, are reserved in full by the WM. The photographic reproductions may not be duplicated and resold.
3. The customer agrees to comply with the following requirements for a WM credit line on published or displayed reproductions of WM materials. All published or displayed reproductions of WM materials require credit to the WM to include the photo identification number and to appear next to the image. The credit line for published and displayed images should read "Courtesy of the Williamson Museum, Photo Number xxxx". If the item is not a photograph, list it by title or appropriate description. Please confirm the appropriate credit line with the WM Curator prior to publication or display.
4. It is customer's responsibility to obtain written permission from the donor or photographer to use restricted items from the WM collection and to submit the credit line to the WM Curator (or other authorized staff) for approval. This permission is required prior to being granted WM permission to use the image. Restricted items in the WM collection include copyrighted and donated photographs.
5. Possession of a WM image does not constitute permission to use or reproduce it. Permission to publish or publicly display reproductions must be obtained from the publisher and/or source of the photograph.
6. Alterations, including cropping of the original image, are not allowed in the publication of materials unless special written permission is given by the WM Curator (or other authorized staff). The credit line for cropped images should read "Detail from Williamson Museum Photo Number xxxx". The WM reserves the right to require a publication proof prior to final use approval.
7. The customer shall send a copy of any publication containing reproductions of WM materials to the WM without charge. The customer shall provide the WM with the Internet address (Universal Resource Locator) for reproductions appearing on websites.
8. The WM reserves the right to deny copy order requests; to limit the number of photographic and digital copies; to restrict the use or reproduction of collection materials including rare, valuable, or fragile items; to ensure that material is reproduced with integrity; and to charge special reproduction fees on items involving unusual difficulty in copying or that must be taken offsite to reproduce.
9. Requests for copies of photographic items intended for commercial use may be subject to a special contractual procedure and agreement with the WM. These requests, as well as any requests not specifically mentioned within the above policies, should be submitted in writing.
10. Customer orders are held for pick-up for six months.
11. The WM charges a fee for customer photographic reproduction requests. Please see the Williamson Museum

Photographic Reproduction Price List below. Requests from the Williamson County Historical Commission (WCHC) for photographic reproductions for official use in books, brochures, etc. produced by the WCHC, will be filled free of charge.

12. The customer shall defend, indemnify, and hold harmless Williamson County and the Williamson Museum, its officers, employees, and agents against all liabilities, damages, expenses, including attorneys' fees, resulting from any claims and other proceedings by any third party for the copyright infringement or any other legal or regulatory cause of action arising from the customer's use of WM collection materials.

### ORDERING PHOTOGRAPHIC REPRODUCTIONS

To order reproductions of any of our photographs fill out the Request for Photographic Services form.

- Full payment in the form of cash, credit card, check or money order number MUST accompany all orders.
- Add a shipping fee (packaging + postage) of \$ 5.00 to all orders.
- Include 8.25% sales tax for all Texas residents. If tax exempt, include your Tax Identification Number.
- Remember to include appropriate fees for display or publication of images (see Fees for Publication or Display of WM Materials below).
- Write the photo number (WM number) or description on Request for Photographic Services form.
- If you are ordering an image from our website, please note on the order form the page on which the photo appears, and the photo number.
- If you are ordering an image you saw in another publication, please give us the title of the publication and the page number on which the image can be found.
- Photo orders will generally be completed within 4 to 6 weeks.

### PHOTOGRAPHIC REPRODUCTION PRICE LIST

Prices include a 5% preservation fee, which supports the preservation of the WM photographic collection.

<b>Size in inches</b>	<b>Black and White Prints</b>
4" x 6"	\$ 5.00 each
5" x 7"	\$ 10.00 each
8" x 10"	\$ 15.00 each
11" x 17"	\$ 20.00 each
13 x 19"	\$ 25.00 each *matte paper only

Price for a second B&W print of the same image (identical size) is 50% of the first print price, if ordered at the same time.

#### Digital Images

One image, any resolution or file format	\$ 15.00 each
CD Charge	\$ 1.00 each

#### **Delivery and Payment**

Normal delivery may take up to two weeks. For five-business-days turnaround, add 50%.

Payment is required in advance by cash, credit card, check or money order made out to WCHM, Inc. Full payment is required on all orders before they are filled. Tax is added where applicable unless proof of tax-exempt status (must have TIN number before start of processing) is provided.

Shipping (postage and packaging) fee totaling \$ 5.00 must be paid at the time of the order. Large orders are subject to additional packaging fees for best handling method. No mailing fees will be charged if customer's express carrier account is used (we must have account number).

## FEES FOR PUBLICATION OR DISPLAY OF WM MATERIALS

**Effective June 2008**

Complete the worksheet below to determine the use fee for your order. All charges include a 5% preservation fee. Fees are set by the Williamson Museum.

Customers in the following categories are exempt from use fee charges:

- (1) **Non-profit organizations:** Must provide documentation of 501(c)(3) status.
- (2) **Governmental entities:** Includes local, state and federal governments.
- (3) **Local news media:** Television news stations and publications that are published and distributed solely in the Williamson County area are considered local news media.

Publication	Copies	Cost/image	# of images	Total fees
Books	1-5,000	\$12.00		
	5,001-10,000	\$25.00		
	10,001-25,000	\$35.00		
	Over 25,000	\$60.00		
Serials	Under 50,000 circulation	\$12.00		
	50,001-100,000	\$25.00		
	Over 100,000	\$35.00		
Book Jacket		\$75.00		
Motion Picture or TV Use	Non-recording originals	\$75.00		
	Recording original (videotape)	\$100.00		
Videos or CD ROMs	1-5,000	\$12.00		
	5,001-10,000	\$25.00		
	10,001-25,000	\$35.00		
	Over 25,000	\$60.00		
Webpage Use		\$25.00		
Slide Show Use		\$5.00		
Local Business Display		\$25.00		
Advertising Use		\$100.00		
Merchandise	T-shirt, place mats, coffee mugs, etc.	\$100.00		
Posters, Postcards, Brochures	1-5,000	\$12.00		
	5,001-10,000	\$25.00		
	10,001-25,000	\$35.00		

	Over 25,000	\$60.00		
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