## CHATEAUGAY HISTORICAL SOCIETY INC

PO BOX 123 CHATEAUGAY, NY 12920

### PHOTOGRAPH POLICY

#### REGISTRATION AND PERMISSION FORMS

**WARNING CONCERNING COPYRIGHT RESTRICTIONS:** The Copyright law of the United States (title 17, US Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

Chateaugay Historical Society Inc reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

With this in mind, the Chateaugay Historical Society Inc shall make research materials in its possession available to legitimate researchers with legitimate justification, but with the following stipulations:

- 1. Inventories, relevant files, and other materials, with the assistance of a staff member, shall be available to users.
- 2. Chateaugay Historical Society Inc may limit the use of fragile or unusually valuable materials.
- 3. Hours of operation may be designated hours or by appointment, depending on availability of staff.
- 4. Chateaugay Historical Society Inc reserves the right to refuse permission and/or, to impose such conditions as it may deem advisable, in its sole and absolute discretion, to be in the best interests of the society.

#### PHOTOGRAPHIC AND XEROGRAPHIC REPRODUCTIONS:

Chateaugay Historical Society Inc does not claim exclusive ownership of the rights of all images in its collection. Please note: the **USER** is responsible for conforming to the laws of copyright which may be involved in the use of the images from this collection.

Stipulations:

1. Copies may not be use "for purposes other than private study, scholarship, or research." (Copyright law, title 17)

2. Reproduction by Chateaugay Historical Society Inc in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.

- 3. In some cases, Chateaugay Historical Society Inc may refuse to allow copies to be made because of physical condition of material, restrictions imposed by donor, copyright law, or right-to-privacy statutes.
- 4. A fee may be charged for research work done to meet requests: the amount to be set by Board of Trustees.

5. All prices for copying shall be determined by Board of Trustees.

6. Chateaugay Historical Society Inc reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services to anyone who has not complied with society policies.

(5/15)

# CHATEAUGAY HISTORICAL SOCIETY INC.

PO BOX 123 CHATEAUGAY, NY 12920

# I HAVE READ, ACCEPT, AND AGREE TO ABIDE BY THE STIPULATIONS LISTED IN THE CHATEAUGAY HISTORICAL SOCIETY PHOTOGRAPH POLICY.

I request permission for the "ONE TIME USE" of photograph(s) listed below for the specific purpose given. Requested by: Name Address Phone Signature: Photographs requested: Purpose: (Personal Use Only) -Accepted: \_\_\_\_\_ Rejected: \_\_\_\_ Date: **FEES:** Digital - For watermarked, digital photos the cost is \$10 per photo image. Print Copies – Each image is printed on photo paper. The cost is \$10.00 per photo (either size). Photo Size: 5 X 7 \_\_\_\_\_ 8 X 10 \_\_\_\_ If the image is to be mailed, postage is an additional fee of \$3. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Amount Received: \$ Check # Cash Cash Make checks payable to "Chateaugay Historical Society Inc." (1/17)For Chateaugay Historical Society Inc: