

Image Use Policy and Fees

Use fees are charged per image. If the requested image is to be published, the **Application for Permission to Publish** must be completed and signed, and all reproduction and use fees paid in advance. The Historical Society of Cheboygan County, Inc. supports non-profit use of our images. Non-profit organizations need to show proof of their tax-exempt status by providing a copy of their IRS Determination Letter, State articles of incorporation or organization, a copy of their bylaws or a mission statement. Fees for non-profits will be waived for exhibition purposes, and a reduce rate will be offered for some publishing purposes.

Reproduction Fees

Each scan up to 600 DPI	\$ 15.00	Each CD—Standard Quality	10 .00
Prints up to 8.5" x 11"	\$15.00	Prints over 8.5" x 11" up to 13" on one axis	25.00
Postage & handling for USPS	\$ 10.00		

Image Use Fees

Personal Use	Reference or home display	\$15.00
	Gift or personal use	\$15.00

Commercial Display in Public Spaces (offices, stores, restaurants, lobbies, hotels) \$25.00

Exhibitions	Profit	\$25.00
	Non-profit (museum, library, historical society, others with tax exempt status)	No fee

Book Publications

Inside use	1 to 5,000 copies	\$25.00
	Over 5,000 copies	\$ 50.00
Book cover Illustration	1 to 5,000 copies	\$50.00
	Over 5,000 copies	\$ 100.00

Academic Use
 Scholarly publications are exempt. 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 not waived for university press publications or textbooks.

Newspapers, Magazines and Newsletters/Corporate Publications

< 50,000 circulation	Inside \$ 25.00	Cover	\$ 100.00
> 50,000 circulation	Inside \$ 50.0	Cover	\$ 150.00

Advertisement

\$ 200.00

Non-editorial use

Included items such a poster, postcards, calendars, note cards, etc

< 50,000 circulation	Non-profit \$ 50.00	Profit	\$150.00
> 50,000 circulation	Non-profit \$		

CD Rom/ Video and Software

Non-profit	\$ 25.00 per year	Profit	\$25.00 per year
------------	-------------------	--------	------------------

Television Broadcast	Network and cable	\$ 75.00
	Public TV (not local) and Non-profit	\$ 25.00
	Public TV (local)	No fee *
	Multimedia projects For multi-media projects being released in more than one medium (broadcast, CD-ROM, DVD, etc) for one production. Does not include book production or website use)	\$ 250.00
	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) 24 our cancellation notice is required.	
Internet/Website	Personal	\$25.00 per year
	Non-profit	\$ 25.00 per year
	Commercial	\$ 50.00 per year
	The intended website address must be provided, and a link to The Historical Society of Cheboygan County website is required.	

Terms and Conditions of Use

1. All requests to reproduce images from The Historical Society of Cheboygan County, Inc collections or photograph libraries must be submitted on the **Application for Permission to Publish**, available from the museum office in Cheboygan Michigan. The applicant agrees to abide by all terms, conditions, and provisions of this agreement.
2. Permission for reproduction of images is granted only for the express purpose described in the application. If the intended use of an image is for publication, permission is authorized for the one-time, non-exclusive use of the image. Any change in use from that stated on the application, or subsequent use of the work beyond that specified in this agreement requires the written permission of The Historical Society of Cheboygan County, Inc. Any subsequent use constitutes reuse and requires that a new *Application for Permission to Publish* be submitted.
3. Permission to reproduce images is valid only for the individual, company, or institution that signs the agreement and may not be transferred, assigned, sold or otherwise disposed of without written permission of The Historical Society of Cheboygan County, Inc. Copies or prints of images from the collections or photographic libraries of The Historical Society of Cheboygan County, Inc. may not be deposited or placed on file in any other repository. This includes electronic filing methods.
4. It is the responsibility of the applicant to determine copyright and to obtain permission from the current copyright holder. The Historical Society of Cheboygan County, Inc. assumes no responsibility for any royalties or fees claimed by the artist or creator, or on the artist's for creator's behalf. The applicant agrees to assume full responsibility for the use of materials obtained from The Historical Society of Cheboygan County and to hold harmless The Historical Society of Cheboygan County, Inc. from and against all claims made by any person asserting that he or she is an owner of the copyright. The applicant further agrees to pay any and all attorney fees and court costs for The Historical Society of Cheboygan County, Inc.

Adopted November 18, 2010
 Revised August 14, 2017
 Revised September 23,2023