

PHOTOGRAPHIC POLICIES AND PROCEDURES

The WCHistorical Museum, Inc. makes its pictorial material widely available while carefully maintain-ing 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 WCHM collections must be produced in the WCHM facilities. All copy negatives are the property of the WCHM. Slides, transparencies, prints and digitized images may not be copied or duplicated by the customer. Requests to videotape photographs must be approved by the WCHM curator or other authorized staff member.

1. The customer accepts all responsibility for possible copyright infringement arising from the use of reproductions from the WCHM collection.
2. The WCHM does not grant or transfer any copyright or other intellectual property rights in the photographic material to the customer. If the WCHM 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 photo curator or other authorized staff member. All other rights, including those of further publications, are reserved in full by the WCHM. The photo reproductions may not be duplicated and resold.
3. The customer agrees to comply with the following requirements for a WCHM credit line on published or displayed reproductions of WCHM materials. All published or displayed reproductions of WCHM materials require credit to the WCHM 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 County Historical 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 WCHM 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 WCHM collection, and to submit the credit line to the photo curator (or other authorized staff member) for approval. This permission is required prior to being granted WCHM permission to use the image. Restricted items in the WCHM collection include copyrighted and donated photographs.
5. Possession of a WCHM 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 photo curator (or other authorized staff member.) The credit line for cropped images should read "Detail from Williamson County Historical Museum photo number xxxx". The WCHM 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 WCHM materials to the WCHM without charge. The customer shall provide the WCHM with the Internet address (Universal Resource Locator) for reproductions appearing on Websites.
8. The WCHM 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 WCHM. 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 WCHM charges a fee for customer photographic reproduction requests. Please see the WCHM "Custom Photo Reproduction Price List". Requests from the WCHCommission for photographic reproductions for official use in books, brochures, etc. produced by the WCHCommission, will be filled free of charge to the WCHC.
12. The customer shall defend, indemnify, and hold harmless the County of Williamson and the WCHM, 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 WCHM collection materials.

PHOTO ORDERING

To order reproductions of any of our photographs:

- Full payment in the form of a check or purchase 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.
- Write the photo number (WCHM number) on order form.
- If you are ordering an image from our Web site, 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.

REQUEST FOR PHOTOGRAPHIC SERVICES

[See separate sheet, blank form "Request for Photographic Services", from WCHMuseum.]

CUSTOM PHOTO REPRODUCTION PRICE LIST

All reproduction prices include a 5% preservation fee, which supports the preservation of our WCHM photo collection.

Size in inches	Black and White Prints (Resin coated paper, for publication or display)
4 x 6 "	\$ 5.00
5 x 7 "	\$ 10.00
8 x 10 "	\$ 15.00

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

Publication / Display Fee

Please consult handout "Fees for Publication or Display of WCHM Materials".

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, check or money order made out to WCHM, Inc. 100% payment is required on all orders. 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.)

**FEEES FOR PUBLICATION OR DISPLAY OF
WCHM MATERIALS**

Effective February 2005

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

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

- (1) **Non-profit organizations.** You must provide documentation of your 501(c)(3) status.
- (2) **Governmental entities.** This 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.
- (4) **Private individuals** using images for personal use or for display in a non-public area.

Publication	Cost per Image	Number of Images	Total Use Fee
Books			
1-5000 copies	\$ 12.00		
5001-10,000	25.00		
10,001-25,000	35.00		
Over 25,000	60.00		
Serials			
Under 50,000 circula.	\$ 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			
1-5000 copies	\$ 12.00		
5001-10,000	25.00		
10,001-25,000	35.00		
Over 25,000	60.00		
Web Page Use	\$ 25.00		
Slide Show Use	\$ 5.00		
Local Business Display	\$ 25.00		
Advertising Use	\$ 100.00		
Merchandise (T-shirts, place mats, coffee mugs, etc.)	\$ 100.00		
Posters, Postcards, Brochures			
1-5000 copies	\$ 12.00		
5001-10,000	\$ 25.00		
10,001-25,000	\$ 35.00		
Over 25,000	\$ 60.00		