



1147 Central Avenue, Needham, MA 02492
781-455-8860 / NeedhamHistory.org

Permission to Reproduce Documents and/or Photographs

Name and Address: _____

Company/Organization: _____
(If acting as agent for another organization, please attach letter of confirmation from organization)

Telephone: _____ Website: _____ Email: _____

Permission is granted by the Needham History Center & Museum for one-time use of the documents and/or photographs listed below, for the following project. Please specify format (print, digital, etc).

Documents / Photographs requested *(please attach list)*:

Use of these documents / photographs is subject to the following conditions:

- The user will pay **in advance** the usage fees established by the Needham History Center & Museum (see Fee Schedule, below), plus reimburse any costs incurred by the Needham History Center in the course of supplying the material (postage, reproduction, etc). A statement of costs will be provided for approval prior to delivery of the documents/images.
- The content of these materials may not be altered, although adjustment to the tones or colors of images is permitted as needed to enhance image quality.
- **The materials will be used only in the project(s) and format(s) listed above, and may not be otherwise duplicated or distributed. Any other use of these materials, including related publicity materials, for-profit sales, or reproduction in paper or electronic form, is not permitted without additional permission in writing from the Needham History Center & Museum.**
- All rights to the documents and images and any caption text provided by the Needham History Center are retained by the Needham History Center.
- The Needham History Center & Museum retains the right to refuse or revoke this permission at the discretion of the Executive Director and the Board of Directors.
- **A copy of the work will be donated to the Needham History Center & Museum upon completion.**

The credit line shall read:

“Photograph[s and captions] courtesy of the Needham History Center & Museum, Needham, MA”

I have read and agree to the stated conditions. _____

Date

For the Needham History Center, _____

Gloria P. Greis, Executive Director

_____ Date

NEEDHAM HISTORY CENTER & MUSEUM – Document and Photo Reproduction Charges

The Needham History Center & Museum makes documents and images available for reproduction for personal or commercial use. The fees charged for use are outlined below. Images are not loaned, but high-quality scanning is available in-house, or (for larger or specialized scans) are contracted at to a local commercial firm. For all work that is sent out, additional charges are applied to cover the cost (these are included in the prices below, but will be itemized on request).

The user agrees to abide by the conditions of the form entitled, "Permission to Reproduce Documents and/or Photographs," which precedes this schedule.

Document photocopying charges

- Nonprofit and Personal – 10 cents per page
- Commercial / For-Profit – 50 cents per page

Photograph usage fee, per image

- Nonprofit and Personal – \$25 plus scanning and/or printing charges (see below)
- Commercial /For-Profit – \$50 plus scanning and/or printing charges

Printing Charges (documents and images)

Scanning/Cropping (in-house) - \$50 per hour (min. one hour)

Scanning (sent out) - \$20 for the first image, \$5 for each additional image on the same disc

Printing from disc – standard sizes, per print. This work is carried out by a professional printing firm.

- 8 x 10 \$10
- 11 x 14 \$35
- 12 x 18 \$40
- non-standard or larger sizes available and priced on request

Multiple Reproduction Charges – more than one copy of single image, printed from disc

- Nonprofit and Personal – Usage fee, plus \$5 per copy (2-10 copies), \$3 (11 or more copies)
- Commercial –Usage fee, plus \$7 per copy (2-10 copies), \$5 (11-50 copies), \$4 (51 or more)
- *Additional charges may apply for large images if commercially scanned/printed*

Please call **Gloria Greis at 781-455-8860** or drop us a note using the **contact form** for more information.