



POST OFFICE BOX 385, ON THE GREEN, LITCHFIELD, CONNECTICUT 06759 \$ TELEPHONE (860) 567-4501

Photographic Services Fee Schedule

The Society reserves the right to negotiate or waive use fees for non-commercial organizations. All waivers must be obtained in writing and are for one-time use only. Any subsequent use of materials must be requested in writing from the Society and additional fees may be charged.

The Society will fulfill orders of photos for personal use. Images requested for personal use are not allowed to be published or used for any commercial purposes.

Prices are subject to change without notice. Orders requiring RUSH services (less than four weeks notice) are subject to additional service fees. Additional charges may apply for special circumstances. We prefer payment in full in advance of all orders.

Digital Images and Scans

Digital Images and Scans

The Litchfield Historical Society would like to grant all requests for digital images. However, there may be instances where obtaining a high-resolution (or publishable) digital image is not possible due to equipment and staff constraints.

Existing Digital Images

For patrons wishing to obtain an existing digital image, the fee is: \$5.00

New Scans

For patrons wishing to have an image scanned, the fee is: \$10.00

New Photography

For patrons wishing to have an image of an object that needs to be photographed, the fee is: \$20.00

Additional Fees for Printed Photographs

The following printed sizes are available. Price is for a single copy. The abovementioned fees will apply. Prices include shipping to the Historical Society, where images can be picked up. Additional fee of \$5 applies when shipping to another address.

SIZE	PRICE	SIZE	PRICE
4x6	\$2.00	16x20	20.00
5x7	\$3.00	20x30	25.00
8x8	\$4.00		
8x10	\$5.00		
11x14	\$10.00		
12x18	\$14.00		

Permission Fees for Use

Purchase or rental of photographic material from Litchfield Historical Society does NOT constitute an authorization to display, publish, or reproduce that material. Permission is granted through contract ONLY. The amount of the authorization fee is dependent upon the nature and purpose of the publication or display involved. Images obtained for personal use, rather than public use, do not usually require payment of a permission fee. All rights granted are non-exclusive and one-time. Use fees are:

Distribution	Non-Profit Use	Commercial Use
North America	\$25.00 for first item \$15.00 for each additional item \$50.00 for use on cover	\$40.00 for first item \$20.00 for each additional item \$80.00 for use on cover
World Wide	\$50.00 for first item \$25.00 for each additional item \$70.00 for use on cover	\$80.00 for first item \$40.00 for each additional item \$100.00 for use on cover
World Wide Web	\$50 per year	\$100 per year

Postage and Handling Fees

Fees apply to up to five (5) items, add \$1.00 per additional item. Fees are:

Location	Regular Post	Express or Overnight
Domestic	\$5.00	\$30.00
International	\$10.00	\$45.00