

## **Johnson County Historical Society Research Services, Policies, and Fees**

### **Collections Materials in Non-public Spaces**

The Johnson County Historical Society provides access to its collections to those who request it in accordance with the JCHS' care of collections policy.

Authorization for access will be given or denied by JCHS' curatorial staff. Those wishing to have access to the JCHS collections are encouraged to make an appointment with the curatorial staff in advance of their visit. Access to the collections and records may be limited by curatorial staff availability, condition considerations, donor restrictions, security issues and the purpose of the request. Denial(s) may be appealed to the Board of Directors.

Access to the collection is secondary to preservation of the collections. Use of items for examination will be based upon the condition of the item(s) and the availability of other sources, copies or information.

No object from the collection may be removed from the premises without staff permission and in accordance with the loan policy.

### **Research Services**

There is no fee for researchers to access the collections to do their own research.

There is also no charge to have curatorial staff look at the collections database to determine if JCHS has resources available for your topic.

If a researcher wishes to know a specific piece of information contained in material in the JCHS' collections, JCHS can provide up to 15 minutes of research time. Researchers should submit requests in writing. E-mails are acceptable. Copying and postage fees will be billed as necessary.

At this time, we cannot provide additional research services but upon request staff will provide a list of private researchers.

### **Reproductions of Collections Objects**

The Johnson County Historical Society charges processing and licensing fees based on its ownership of the physical objects. This fee is not a claim to copyright on any materials although JCHS may hold copyright on some materials. Payment of fees does not constitute and should not be viewed as permission by the copyright holder to reproduce copyrighted works. It remains the responsibility of users to determine whether their use of images invades copyright or privacy or other rights.

Patrons may use their own cameras to photograph collection materials at the discretion of curatorial staff. Licensing fees are still to be paid if applicable.

### **Reproduction Requests**

Patrons may request copies of collection materials either in the form of a digital reproduction or for two-dimensional materials a black and white photocopy for a processing fee designated by the JCHS Collections Advisory Committee. (see fee schedule below or on image reproduction form)

Requests for digital reproductions must be made in writing using the JCHS Reproduction Request form.

Processing and licensing fees are due at the time of the reproduction request unless billing permission is given by the JCHS President.

### **Licensing Fees**

Materials reproduced for commercial purposes including but not limited to advertising, book or magazine publication or other published materials including electronic publications, commercial decorative display, films, filmstrips, videotapes, newspapers, television broadcasts, merchandise, and websites are subject to a licensing fee designated by the JCHS Collections Advisory Committee in addition to the processing fee.

No licensing fee is charged for noncommercial uses including but not limited to personal interest or research, education programs, kits, films and etc. when produced by nonprofit agencies, exhibits, noncommercial editions of books, scholarly journals, or literary magazines (books-editions of 1,000 or less; magazines-circulation of 1,000 or less).

### **Conditions for Use of Images**

Reproduced materials may not be altered or enhanced in any way and subjects will not be taken out of the existing context of the object.

Subjects within the reproduced materials will be treated with respect.

In all cases, reproduction permission is for one-time usage only.

In all resulting materials, objects from the JCHS' collections shall be credited to the Johnson County Historical Society. Credit must also be given to the photographer, if known.

The Johnson County Historical Society reserves the right to approve the final product of any commercial venture.

A copy of any resulting materials in which the reproduction is used must be donated to JCHS.

Image resolutions for electronic applications including website use must not be greater than 72 dpi and must incorporate a watermarking method approved by JCHS curatorial staff.

### **Fee Schedule**

The fee schedule is subject to change with approval by the JCHS Advisory Committee. Changes in the fee schedule does not need Board of Directors approval.

Black and White Photocopies (8 ½ x 11 or 8 ½ x 14)	25 cents per copy
Processing Fee for Digital Reproductions (600dpi color JPEG file):	\$15 per image
Licensing Fee	\$20 per image
Delivery Fees	

Image file e-mailed to one address	no charge
Image file on CD	\$5.00 per disk
Shipping/Handling for photocopies or CDs	\$5.00

Note: Fees for more than 10 images may be subject to negotiation.

Patrons must pick up image files or photocopies within two weeks of the date they were notified their order was ready. JCHS cannot be responsible for the availability of reproductions after two weeks unless specific arrangements are made with curatorial staff.

**JCHS Member Benefits**

JCHS members receive up to five black and white photocopies for free (8 ½" x 11" or 8 ½" x 14") per research project, up to one hour free research time, and a 10% discount on fees for digital reproductions and licensing.