

## Permission for Use of Images Policy

- All images in our photo collections are subject to approval by the Director & Permission of Use of Images form must be filled out prior to the image being released to the researcher.
  - Not included in our term “photo collections”: yearbooks, newspaper articles, city directories, and books. These images are still subject to any copy fees or research time if requested.
  - Based on the condition of the material, the Librarian has the right to refuse the copying of any materials if the preservation of the materials is at stake.
  - If the Director does not approve your Permission for Use of Images form, you will be able to appeal to the Board of Directors by mail. Address your letter to: Library Board of Trustees, Niagara Falls Public Library, 1425 Main Street St., Niagara Falls, NY, 14305.
  - Image requests are usually filled in 7-10 days. Please note, the more photographs requested, the more time it will take to complete.
- The higher the requested resolution, the more unlikely it becomes that the image will be able to be emailed. The researcher would be responsible either for transferring the image to their own device (ex: flash drive, hard drive, etc.) or having it digitally sent via Dropbox.
- Researchers are prohibited from using their own portable scanning equipment, flash cameras, or video cameras in the Niagara Falls Public Library Local History Department.
  - Non-Flash cameras may be permitted if consulted with Local History staff prior to use.
- All scanning requests are to only be completed by Niagara Falls Public Library staff. Researchers may not use the NFPL scanning equipment themselves, nor does the NFPL staff perform advanced image manipulation.
- All Image requests are subject to the fee schedule on the following page.
  - Fee schedule is subject to change contingent upon the approval from the NFPL Board of Trustees.
  - Payment must be received prior to image becoming available to the researcher.
- Policy will become effective beginning November 1, 2016

**FEE SCHEDULE FOR DIGITAL IMAGES**

**PERSONAL USE OF IMAGES**

Check Box for your choice:

	Photographs in digitized collection	\$5/image
	Photographs not yet digitized (JPEG, up to 600dpi): DPI requested: _____	\$10/image
	Photographs not yet digitized (TIFF, up to 600dpi): DPI requested: _____	\$15/image

**COMMERCIAL USE OF IMAGES (1-time use only):**

Check Box for your choice:

	Photographs in digitized collection	\$100/image
	Photographs not yet digitized (JPEG, up to 600dpi): DPI requested: _____	\$150/image
	Photographs not yet digitized (TIFF, up to 600dpi): DPI requested: _____	\$200/image

**ACADEMIC/GOVERNMENT/NON-PROFIT USE OF IMAGES (1-time use only):**

Check Box for your choice:

	Photographs in digitized collection	\$0/image (up to 10 photos at one time)
	Photographs not yet digitized (JPEG, up to 600dpi): DPI requested: _____	\$5/image
	Photographs not yet digitized (TIFF, up to 600dpi): DPI requested: _____	\$10/image

**FEE SCHEDULE FOR PRINTED PHOTOGRAPHS**

Printed Photographs are to be used for personal use only

**SIZE: 8 ½ x 11, Glossy Print:**

Check Box for your choice:

<input type="checkbox"/>	Photographs in digitized collection	\$10
<input type="checkbox"/>	Photographs not yet digitized	\$20

**SIZE: 13x19, Glossy Print:**

Check Box for your choice:

<input type="checkbox"/>	Photographs in digitized collection	\$20
<input type="checkbox"/>	Photographs not yet digitized	\$30

**Permission for Use of Images form**

1425 Main Street, Niagara Falls, NY 14305  
Phone (716) 286-4899  
Fax (716) 286-4912

**PART 1: APPLICANT INFORMATION**

**PLEASE PRINT**

Name: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

**PART 2: CONDITIONS OF APPLICATION**

By signing this application, you agree to the following if permission is granted:

- 1) Permitted Use: You may use the images only for the purpose described on the following page under "Project Description."
- 2) Copyright and Third Party Rights: Unless notified explicitly otherwise in writing by the Library, you acknowledge and agree that the Library may not be the owner of the copyright for these images and that any permission granted does not constitute a copyright license. You agree to obtain any authorizations from third parties as may be required for your use of the images, including copyright and publicity rights.
- 3) Credits: You agree to use the credit, Image Courtesy of the Niagara Falls Public Library. The credit information for digital files must be integral with the image as it is displayed, so that downloading of the image includes the credit line.
- 4) Contribution of Copy: You agree to provide one copy of the publication/project to the Library in the case of film, a video copy is acceptable. (In some circumstances a copy is requested, but not required, such as for small personal publishing projects. In the case of signage or single items a copy is not required.) You must provide the Library with the URL address for all websites where the images are displayed, and you must notify the Library of all URL address changes.
- 5) Liability: You agree to defend, indemnify, and hold harmless the Niagara Falls Public Library and its officers, employees, and agents from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from your use of the images.

**Date Effective: 01-01-2019**

6) Fee: You agree to pay all fees incurred with this request if applicable. You understand that all photographs are subject to the fee schedule found on the Image Policy. You understand and agree that any fees must be received prior to release of images.

7) You agree to all the terms written in the Image Policy (effective 11/01/2016)

8) Effect of Non-Compliance: You understand and agree that failure to comply with one or more of the conditions stated herein may result in the loss of any permission granted and the denial of future requests for reproductions.

By signing below, you agree to the above conditions. If you are requesting the images for a company or organization you represent, that you have the authority to act on behalf of that company or organization:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Date Effective: 01-01-2019**

**PART 3: PROJECT**

**PLEASE PRINT**

Title of Project: \_\_\_\_\_

Author/Director: \_\_\_\_\_ Publication/Release date: \_\_\_\_\_

Publisher/Production Company: \_\_\_\_\_

**Intended Use of Image(s) [Please check at least one]:**

Non-Profit (if chosen, please fill out the following information):

\* Non-Profit Identification Number: \_\_\_\_\_

\* Intended Use of Image(s): \_\_\_\_\_

Government (if chosen, please fill out the following information):

\* Department/Position: \_\_\_\_\_

\* Intended Use of Image(s): \_\_\_\_\_

Academic

\* Institution/Position (ID required): \_\_\_\_\_

\* Intended Use of Image(s): \_\_\_\_\_

Personal

Personal Use or Research (no publication or public presentation)

Interior Decoration or Display (in a private home or office)

Other (please explain): \_\_\_\_\_

Commercial

Printed Source

E-Books

Television/Film Production

Video/DVD

Website

Exhibition/Display/Presentation

Newspaper article

Signage

Brochure/Flyer/Poster

Advertising

Display

Magazine/Journal article

Book

Self-publishing

Report/Limited publication

Other (please explain): \_\_\_\_\_

Date Effective: 01-01-2019

**PART 4: IMAGES REQUESTED FOR USE**

**Images Descriptions:**  
(Please provide an attached list if necessary)

Collection Name	Folder Name	Image #

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Local History Librarian

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director