

**GIOVALE LIBRARY**  
**Westminster College**  
**1840 South 1300 East**  
**Salt Lake City, Utah 84105**  
**801-832-2250 (FAX 801-832-3109)**

**Photographic Use and Reproduction Fees**

The Giovale Library offers photographic use and reproduction services to users of its collections. Reproductions are provided under license agreement for the purposes indicated by users of these services. An Application for Permission to Publish and/or Reproduce must be submitted. Fees are charges for one-time rights to use the reproduction for the purposes specified. Charges for reproduction are in addition to Use fees.

**Photographic Use Fees**

**Per print fee**

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| 1. <b>Personal Use.</b> Prints suitable for study or research purposes, or for personal use. Does not include publication rights or permission for copying or other uses.                        | \$0.00   |
| 2. <b>Publication Use.</b> Use fee includes <b><u>one-time, one-use</u></b> , single language publication rights for black & white or color photographic copies from negatives or digital scans. |          |
| <b>For-profit</b> corporations, partnerships, businesses, and individuals  |          |
| a. Editorial use in books, periodicals, or other published works:  |          |
| Fee based on size of production run:   |          |
| Under 2,000  | \$50.00  |
| 2,001 to 10,000  | 75.00    |
| 10,001 to 20,000   | 100.00   |
| 20,001 to 50,000   | 150.00   |
| 50,001 and above   | 200.00   |
| b. Advertising and other non-editorial uses such as book covers, end papers, unbound materials, post cards, posters, brochures, etc.:  | \$100.00 |
| <b>Non-profit</b> institutions, corporations, and government agencies  |          |
| a. Editorial use in books, periodicals, or other published works:  |          |
| (Maximum charge for more than 50 pictures: \$500.00)   |          |
| b. Advertising and other non-editorial uses such as book covers, end papers, unbound materials, post cards, posters, brochures, etc.:  | \$50.00  |
| 3. <b>Exhibition Use.</b> Photographic copy prints for exhibition or display purposes only. Fees do not include any publication rights or permissions for other uses.                            |          |
| <b>For-profit</b> corporations, partnerships, private businesses, and individuals.   |          |
| Prints for display in offices, public spaces of commercial buildings, restaurants, private and corporate galleries, and retail spaces.   | \$50.00  |
| <b>Non-profit</b> institutions, corporations, and government agencies  |          |
| Prints for exhibition by museums, schools, and other non-profit organizations or for use by individuals in home settings   | \$25.00  |
| 4. <b>Television, video, and CD-ROM Use.</b>   |          |
| <b>For-profit</b> corporations, partnerships, private businesses, and individuals  |          |
| <b>Non-profit</b> institutions, corporations, and government agencies  | \$10.00  |

## **Reproduction Fees**

No photocopies will be made of photographic images. Copying of photographs greatly accelerates their deterioration. Personal prints may be purchased. All negatives and scanned files remain property of the library.

	<b>Cost/picture</b>
<b>Personal Prints</b> from available scan (any size up to 8x10")	
Ink jet paper	\$ 2.00
Photo Paper (printed in Special Collections or Copy Center)	\$ 4.00
<b>Scan fee</b>	\$ 5.00
<b>Publication Prints</b> (black & white; print made from available negative)	
4x6"	\$ 8.00
5x7"	\$10.00
8x10"	\$12.00
<b>Negative fee</b>	
\$10.00	
<b>Scan to disk or FTP only</b> - First image	\$ 5.00
Additional images	\$ 2.00/ea
<b>35mm Slide prints</b> (color, made from scan)	\$ 5.00
<b>Audio and video tape duplication, per tape</b>	\$ 5.00

Quotes given on request for larger prints, exhibition quality prints, new photographs of existing collections, and video tape duplication, etc.

**Delivery:** Basic service for personal prints in two days. Publication prints require ten working days. Rush service for publication prints may be possible, but doubles the reproduction charges.

**Payment:** Prepayment is required from individuals. Businesses or government agencies may use purchase orders. Deposit may be required.

**Shipping and handling charges:** **\$3.00.**  
**Actual postage costs will be added to large orders.**

**Credit line should read:**    Giovale Library  
                                    Westminster College  
                                    Salt Lake City