

ACHS REPRODUCTION POLICY

Updated 04/26/2004

Provisions subject to change without notice

GENERAL INFORMATION AND PROVISIONS:

The Adams County Historical Society (ACHS) is a 501 C 3 non-profit entity whose purpose it is "to foster interest in the history of Adams County and vicinity, conduct research, preserve records and objects, mark sites, and pursue such activities as may be related to the history of the community." The Society's collections are privately held, maintained and made available to the public for research purposes at the discretion of the governing authority of the institution and its staff. The Society is not a public library, public archives or governmental body.

The Society is the repository of many historic records of Adams County Government. Copies of these records either in paper, photographic, or electronic format will be provided to patrons subject to the laws of the Commonwealth of Pennsylvania. Any copy of these records is not "official" and will not bear an authorized seal of any county agency. These records will not be stamped with a byline from ACHS. Patrons interested in obtaining official copies of county records must contact the county directly.

The collections of the ACHS are significant and enduring resources for the study and documentation of the history of Adams County, Pennsylvania. The Society realizes the visual value of its collections for a wide variety of educational, commercial, and public relations applications. With this in mind, it shall be the policy of the Adams County Historical Society to make available reproductions of its collections subject to the following conditions, procedures, and fees.

For the purpose of this document, "reproduction" shall be defined as the electronic or mechanical duplication of materials owned by the ACHS. The following media shall be included in this policy: manuscripts, archival documents, books, photographs, slide, print, negative or other types of still photographic media, digital format (either through a digital camera or scanner), audio and video holdings.

All individuals, institutions, organizations and companies desiring a reproduction of any item from the Society's collection must first consult the collections manager or his or her designee. Orders for the reproductions of the Society's holdings must be in writing and on the appropriate order form.

Commercial media companies and their employees covering news related items in conjunction with a new acquisition, exhibit opening, special event, program or other activity which is publicity or news related shall be allowed, with prior approval from the collections manager or his or her designee, to record photographic image or images of the holdings of the ACHS. No fee will be charged.

The staff of the ACHS reserves the right for any reason to deny, limit or restrict any reproduction request. The collections manager or his or her designee will provide a reason for the denial, limitation or restriction to the requestor. Possible reasons for modifications or refusal of reproduction work could include, the fragile condition of the artifact, photograph, manuscript or intellectual, privacy or copyright issues.

Patrons agree not to publish, reproduce, display or distribute any reproduction of material or objects provided to them by the ACHS, without first securing the appropriate permission and the payment of any licensing fees.

Violations of any portion of this policy by a patron could result in the loss of research privileges and/or legal action.

The director of the institution or collections manager has the right to waive fees and other provisions of this policy. Application for a waiver of fees or any provision of this policy, must be made in writing (fax, letter or email) and sent to the attention of the collections manager.

REPRODUCTIONS:

The Society asks that all reproduction orders be prepaid. For patrons' convenience, the Society does accept Visa and MasterCard, as well as checks and money orders. Checks and/or money orders should be made payable to the "Adams County Historical Society."

Orders may take up to two working weeks to complete. Rush Service may be available at an additional cost. Patrons desiring rush services should consult the collections manager for details and availability of this service.

The Society does not rent images for reproduction purposes.

Reproduction of any part of the Society's collections does not constitute permission to use or publish. All reproductions are for personal use only. Any patron wishing to use or publish material from the ACHS must secure proper permission, and if applicable, pay the appropriate fees. See the document entitled "Usage/Publication Policy."

The society assumes no responsibility for any infringement of privacy, intellectual or copyrights in conjunction with the reproduction of its holdings. All responsibility for any infringement of these rights rests with the requestor.

Paper Photocopies:

Patrons researching at the ACHS are permitted to make photocopies of the Society's material on the Society's self-serve copy machine. Patrons should present any materials to be copied to a member of the research staff for permission to reproduce. The staff's first duty is to the continuing preservation of the Society's holdings. Documents or materials deemed to fragile and/or in poor condition will not be photocopied. Alternative arrangements to photocopying may be made through the collections manager. All self-serve copies made from the holdings of the ACHS will bear a notation that they were copied from the collections of the Society. Patrons may also print catalog records contained within the Society's database including its photographic images. In all cases, the patron will receive permission from the research staff before printing any material contained within the Society's database.

Personal copiers are prohibited at the ACHS.

Microfilm Reproductions:

Patrons desiring paper copies of microfilm records held by the Society can make their own copies of the microfilm on the Society's microfilm printing machine. During crowded days, a 15 minute per patron time limit, while others are waiting, may be placed on the microfilm-printing machine by the staff.

Number of Paper Copies:

A patron, with staff approval, may make as many copies as he or she desires on the Society's self-serve copier provided others are not waiting. During busy periods, the staff may set a 5-minute limit on the copier. A patron will be permitted up to 10 copies of records from the Society's database, unless otherwise stipulated by the collections manager.

The Society will not reproduce a monograph in its entirety.

Scanned Digital Images:

Self-scanning of paper documents (such as original manuscripts), or printed matter held by the Society shall not be permitted. This includes flat bed scanners, document feeders, hand-held scanners (OCR, Optical Character Recognition), microfilm scanning devices and/or equipment and wand devices.

Three-dimensional objects will not be scanned.

The ACHS, with the approval of the collections manager or his or her designee, can upon request, provide a patron with an electronic image produced from a scanner of a two-dimensional item which does not exceed "8 _ X 14." All such requests must be made in writing. This image will be provided to the patron on a sheet of photographic paper printed on the Society's laser jet printer, on a CD-ROM, or emailed to the patron. Images placed on compact disk or on photographic paper will be captured at 300 DPI and placed in a TIFF format. Higher or lower resolutions, as well as different formats, are available upon request. The

Society does not crop any image or archival document during scanning. The collections manager, or his or her designee, may deny permission to scan any item if it is felt the scanning process could be detrimental to the preservation of the item. There is a fee for this service and shipping and handling fees apply.

Digital Photography:

Digital photography by a patron of any item or object held by the ACHS shall not be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, paper or presentation. Proof of student status may be required.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement

The use of a flash photography is strictly prohibited.

The number of digital images allowed by a patron who fits the above criteria will be limited to three per project.

The collections manager, or his or her designee, will digitally photograph items from the collections of ACHS. The requestor will incur a charge. The image (in JPEG) format, generated from the Society's digital camera, will be emailed, printed on photographic paper, or placed on a CD-R disk as requested by the patron. For images printed on photographic paper or "burned" to a CD-R and mailed to the patron, a shipping and handling fee will apply.

Patrons desiring a more professional digital photograph must hire an outside professional photographer approved by the Society. For fees for this service please see the "Photo Copy/Photographic and Audio Reproduction Fee Structure."

Still Photography:

Still photographic reproduction by a patron at ACHS shall not be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, paper or presentation.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives, library or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement

The use of a flash photography is strictly prohibited.

The number of still images allowed by a patron who fits the above criteria will be limited to three per project.

Patrons desiring a still photographic image in a film medium of any item in the Adams County Historical Society collection, must hire a professional photographer approved by the Society.

The Society shall receive a copy of any such professional photographic work in the format recorded and shall be free to use the image in any way it sees fit.

Copies of still photographic images held by the ACHS, including prints and 35MM slides, can be purchased. For fees see "Photo Copy/Photographic and Audio Reproduction Fee Structure." For use and publication of images, additional fees apply.

Audio Reproduction:

Audio duplication of the Society's audio holdings will be priced on a per request basis, based on length of duplication and media. A company selected by the Society does all such reproductions of this nature.

Video Reproduction:

Video reproductions by a patron of items held by the ACHS shall not be permitted except under the following circumstances:

- 1) The requestor is a student and he or she is using the image for a school related project, or presentation.
- 2) The requestor is a faculty or staff member of a non-profit organization such as an educational, governmental, or university archives or museum and is conducting scholarly research for non-publication purposes.
- 3) The requestor is part of a professional media organization seeking to use the material for a documentary, educational film, news release, or public service announcement.

Video reproductions of the Society's video holdings are priced on a per request basis depending on length of recording desired and media utilized.

OVERSIZED AND SPECIAL MATERIALS

All oversized paper documents such as maps, architectural drawings and plans, as well as photographic images too large or unsuitable to be reproduced by the Society's equipment must be sent out for duplication to a company chosen by the Society. These items are priced on an individual basis, based on their size and media type. The collections manager will furnish a requestor with a written quote for the cost of any such reproduction prior to initiating this work. As with any other parts of the Society's collection, any item judged in the opinion of the collections manager or his or her designee to be unsuitable for reproduction because of its condition, will not be photographically reproduced.