

# Reproduction Permissions Policy

For research and publication purposes, the Thayer Memorial Library (TML) holds and provides access to many images documenting the Lancaster landscape (natural and built), the town's people and life, and its historical, cultural, and literary heritage, as well as photographs of unique items—manuscripts and artwork—in the Library collections.

On-site access to the Library's photographic collections is staff-assisted—patrons are not permitted to browse holdings—and by appointment only (call 978-368-8928 to make appointments). To facilitate the search process, staff members provide such finding aids and inventories as are available for collections relevant to areas of patron interest and pull specific files, albums, microfilm reels, etc., for supervised use within the Special Collections reading room.

Those unable to visit the Library may contact it for assistance in identifying potentially useful images. We do not scan images specifically for individual selection purposes, but will photocopy and mail or fax a limited number for patron consideration. Patrons who wish to obtain a copy of an image should make their requests in writing (by email or U.S. mail), including address and telephone contact information. We do not fill photo orders placed by telephone.

Images are available in 8" x 10" print form (archival quality ink on archival quality matte paper or premium glossy photographic paper) or in electronic form. The cost per image, regardless of form in which provided, is \$15.00 plus postage, when applicable. 12" x 18" prints on matte paper are also available at a cost of \$25.00, plus postage.

Visitors may not bring their own photographic equipment or scanners into the Special Collections to make copies of images held by the TML, nor may they remove holdings for copy work outside the Library. Moreover, works of art in the Library may not be photographed without permission from the Director.

Please be aware that we do not accept rush orders, which necessitate moving earlier-placed orders out of queue. Since the TML fills many photo orders yearly, rush orders unfairly inconvenience others. Under the best of circumstances, a patron may receive an order within a week of requesting an image. Often, however, the process takes about two weeks, possibly longer if the order is for multiple images.

The Library will mail a bill along with the completed order, or, if the order is sent by email, separately. We accept checks made out to the Thayer Memorial Library (all foreign checks to be payable in U.S. funds). We do not accept payment by credit card.

While TML is pleased to provide prints for personal reference or home use, patrons should understand that receipt of a photograph from the Library does not confer the right to reproduce that image in any form. To use an image in publication or for exhibit other than home display, it is necessary to obtain formal permission.

Obtaining permission to reproduce Thayer Memorial Library images (including photographs of unique items held by the Library) in publication, on the Web, or in video productions, or to include Library images in commercial display requires: (a) a written request providing the details of intended use (requests by email are encouraged); (b) inclusion of the clearly visible credit line "Courtesy of the Thayer Memorial Library of Lancaster, Massachusetts" adjacent to the image; and (c) payment of a \$75.00 per image one-time use reproduction fee.

Permission for the specific use requested is granted upon payment of the reproduction fee (checks to be made out to Thayer Memorial Library). Additional use of the image in any other product or form than that specified (for instance, in a separate digital version of a printed book) requires another written request and the payment of an additional reproduction fee.

Display in museum and similar exhibitions usually does not involve payment of reproduction fees (unless an image is to be included in a printed catalog), nor does use in a student presentation, in most teaching situations, or in dissertations (unless the dissertation is to be reproduced by a distribution agency). Such uses nevertheless require written requests and the inclusion of the credit line or verbal acknowledgment, as appropriate. However, all Web uses of TML images—even for educational purposes—require payment of the reproduction fee.

We do not distinguish between non-profit and commercial use in assessing reproduction charges for formal publication of images, nor do we grant exclusive rights to any party for use of specific images.

Reproduction fees help to offset the significant costs involved in maintaining, developing, and providing the services associated with the management of a major archive.

Patrons requesting images should provide the following information:

- Print, CDROM, or email transmission? We prefer to transmit electronic files on disk, since some email systems cannot accommodate the large files required by high resolution images. If it is necessary to resend an emailed image that has bounced back to us, the requesting patron will be charged an additional \$15.00.
- If print, what kind of paper (archival matte or premium glossy)?
- If electronic file (disk or email), format (.jpg, .tif, or other)? Please be specific. We can provide all formats. For relatively informal purposes, a .jpg file may suffice. Printers and publishers often prefer .tif as it allows easy manipulation without distortion.
- If electronic file, resolution? Again, please be specific. Publishers normally require high resolution images—typically 300 dpi (dots per square inch). We can provide higher, if necessary.
- If electronic file, size? Unless otherwise directed, we will scan at 8" x 10", cropping as necessary.
- If print or electronic file, black and white or, when applicable, color (the latter including sepia, if that is the color of the original)?