



Louisville Historical Museum
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Photograph Reproduction Policy & Agreement

Digital images of historic photos, unless restricted, that are part of the Louisville Historical Museum's collection are available for purchase. In addition to this explanatory page, the Policy & Agreement also consists of the Photograph Reproduction Prices page, the Photograph Reproduction Terms & Conditions, and the Photograph Order Form. To order, please follow the steps below:

1. Determine your use category.

Photographic reproductions can be divided into either non-commercial use or commercial use:

- Non-commercial use
 - Personal research or interest
 - Use by government, schools, students, teachers, and nonprofit groups
 - Historic preservation projects
 - PowerPoint presentations for educational purposes if no admission fee is charged

Reproduction fees apply to non-commercial use; use fees do not.

- Commercial use
 - Use in profit-making ventures by individuals or businesses, including (but not limited to):
 - Books and other publications (magazines, newsletters)
 - Advertising/promotion
 - Internet usage
 - Display in a business or workplace
 - Requests for images to be used for merchandise such as posters, post cards, programs, or note cards are subject to special contractual procedures.

Both reproduction fees and use fees apply to commercial use of images.

2. Read the Photograph Reproduction Prices Page, the Photograph Reproduction Terms and Conditions, and fill out and sign the Photograph Order Form. Museum staff can assist in the completion of the form.
3. Deliver order form and payment to the Louisville Historical Museum.
Payment is due at the time of the order. Please make checks payable to the City of Louisville. At this time, the Historical Museum is unable to accept credit card payments.

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Photograph Reproduction Prices

The reproduction fee for a digital image is \$15 per photograph. Photographs may be reproduced as scans that are emailed to the user or scans that are burned on a CD.

Commercial Use Fees

Commercial Use fees apply to the use of images in a profit-making venture and are charged in addition to reproduction fees. The following fees are per image.

Published use, less than 5,000 copies:	\$15
Published use, more than 5,000 copies:	\$35
Display in a business or at an event:	\$10
Advertising or promotion:	\$105
Website/Internet:	\$50 per year
Film/video production	\$105
Performance or presentation	\$50

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Photograph Reproduction Terms & Conditions

Please read carefully before signing the Order Form

1. Photograph reproduction fees are charged whether the image is for non-commercial or commercial use. Commercial use of images incurs a use fee in addition to reproduction fees.
2. All images remain the property of the Louisville Historical Museum and City of Louisville.
3. A complimentary copy of each publication or production in which the photographic copy appears must be given to the Louisville Historical Museum within three months of the publication date. If the product in which the image was used is an electronic site accessible by the public, the URL shall be forwarded to the Louisville Historical Museum staff.
4. Permission is for one-time use only, with no other rights. The specific use must be stated on the order form. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc., constitutes reuse and must be applied for in writing. An additional fee may be charged for reuse.
5. All photographs must be credited to the Louisville Historical Museum. For example: "Photo credit: Louisville Historical Museum" or "Photo courtesy of Louisville Historical Museum."
Website usage and PowerPoint presentation usage requires a credit line following the format above on the same page as the image.
With films and video productions, credits must appear with other credits at the beginning or end of the production.
With exhibition, each image must be credited within the exhibition area. Any waiver of this requirement must be approved.
6. The user may not reproduce or permit others to reproduce the photographic copy or any facsimile of it, including digital transfer. Written permission must be obtained from the Historical Museum before these photographs are used for any other purpose in the future.
7. The maximum allowable resolution for website display is 150 dpi. Any photo placed on a website must have the accompanying Louisville Historical Museum digital watermark.
8. All responsibility for possible copyright infringement or invasion of privacy arising from use of reproductions is assumed by the user.
9. Any exceptions to the above conditions and fees, and any adjustment of fees for uses not covered, are subject to the approval of the Louisville Historical Museum staff. Fees and terms and conditions are subject to change at any time.
10. The time needed for processing photo orders is typically 10-14 days.

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Photograph Order Form

Describe the specific purpose for which the image will be used: _____

Catalog Number	Image Description	Reproduction Price

Use Fee Description (if for commercial use)	Price

Total fees (payable to the City of Louisville): _____

I agree to the Photograph Reproduction Terms and Conditions.

Name: _____

Signature: _____ **Date** _____

Name and Company: _____

Complete Address: _____

Telephone: _____ **Email:** _____