



Duplication of Materials Information Sheet

This document outlines the policy for duplicating documents or photographs in the collections of the Montgomery County Historical Society (MCHS) and the Montgomery County Archives (MCA), which MCHS manages. Images may be duplicated through one of three methods: photocopying, photographic print from negative, or digital image.

General Information

- All orders must be in writing. The *Duplication Agreement Form* must accompany each photographic print and image scan request. Order forms may be faxed to us or scanned and e-mailed to the librarian or the archivist.
- Unless otherwise requested, all images are made available for personal research or display purposes only. If the images are for publication, use fees may apply.
- MCHS and MCA do not loan any archival or library materials including photographs from its collections to the general public. Loan policy details are in the collections policies of MCHS and MCA.

Photocopies

- Photocopies of documents and photographs may be made for 25 cents per page. 50 cents for oversize (11" x 17"). Photocopy fees are in addition to any research fees.
- Photocopied results may be mailed to patrons for postage costs.
- Photocopies of materials must be made by MCHS staff or trained volunteers.
- Large photocopy orders may require additional time and additional fees, e.g. mailing costs, which will be added to order, and when requested, should be prepaid at time of request.

Photographic Print Orders

- This section refers to photographic print orders requiring the use of an outside photograph lab.
- 8" x 10" prints of a photograph for which we possess a negative cost \$20.00 per print.
- Larger print sizes for display purposes are priced individually.
- The cost of obtaining negatives for any prints for which we do not possess the negative will be added to the cost of the print. The negative will be retained by MCHS.

Scanned Image Orders

- Scanned images will be provided as JPG files. There is a \$10.00 fee per scanned image for any document or photograph from our collections. Other formats are subject to curatorial approval and may be subject to additional charges.
- Up to 10 digital images may be delivered via e-mail to patron per order. E-mail delivery of images will be at patron's risk. In case of e-mail delivery problems images ordered will be placed on a CD for patron pickup or for mailing. Additional charges may apply.
- MCHS staff or trained volunteers will complete all scanning orders.
- MCHS does not have the equipment to scan items larger than 11" x 17."

Personal Duplication Equipment

- Portable scanners are not permitted. Patrons may not provide own computer media.
- Patrons may use personal cameras to duplicate oversized Aerial Photographs and Real Estate Atlases. In taking a digital photograph of these materials, patrons must include either a MCHS or MCA identifier strip in the image. Flash photography is prohibited.

Rush Orders

- Photographic print orders may take up to three weeks for delivery.
- Scanned image orders may take up to seven work days (Tuesday through Friday) to complete.
- If an order is needed in less than the time outlined above (a rush order), then there will be a \$50 "RUSH ORDER" surcharge.

Additional Fees and Information

- The patron is expected to locate and flag all of the items for a photographic print or scanned image order. If the patron is unable to come on site an hourly research fee may apply.
- One time use fees for the publication of images are available on request. These fees apply to books, magazines, newspaper articles, videos and web sites. In addition to use fees, two copies of any publication in which the images appear will be donated to MCHS.
- Additional costs to process an order, including media, postage or express shipping will be added to order pricing. For orders over \$100.00 a 50% deposit will be required.

Copyright Information

- Work under copyright may not be reproduced for publication, whether on the Internet or in print media, without permission of the author, photographer or other owner of copyright. The prospective user of any of these images is responsible for obtaining any necessary publication permission.
- Delivery of an image by MCHS does not imply any reproduction rights. MCHS does not research copyright clearance.

General Information

- We reserve the right to refuse any duplication request for any reason, including but not limited to staff availability, or if in our judgment fulfillment of such a request would violate any law, or determine that the process would damage the materials, based on their condition, size or form.
- Requests for waiver of fees may be directed in writing to the Executive Director for the Montgomery County Historical Society.

Citations

- When citing materials in the Montgomery County Historical Society's collections, the prospective user understands and agrees to include the following information in the citation: a copyright notice (if the copyright holder is known); an acknowledgment of the photographer, if applicable; the title of the collection; and the credit line:

"Courtesy of the Montgomery County Historical Society, Rockville, Maryland."

- For materials in the collections of the Montgomery County Archives, the citation format is the same except for the credit line, which should read:

"Courtesy of the Montgomery County Archives, Rockville, Maryland."



MONTGOMERY COUNTY HISTORICAL SOCIETY

Duplication of Materials Agreement Form

Name: _____

Institutional Affiliation: _____

Address: _____

Telephone Number(s): _____

Intended Use of Image (i.e. personal; display; publication): _____

List items requested for duplication and desired end product. Provide collection name, any item number, description of item and whether prints (size, cropping instructions if any) and/or digital images is desired, and mode of delivery or pickup.

Use space below or check box if attached form is used.

Estimated Total Cost: _____ Deposit made: _____

I signify that I have read the Duplication of Materials Information Sheet and agree to abide by all the policies and procedures therein

Signature: _____ Date: _____

Order Completed by: _____ Date: _____