

Permission for Use of Images Policy

- All images in our photo collections are subject to approval by the Director & Permission of Use of Images form must be filled out prior to the image being released to the researcher.
 - Not included in our term “photo collections”: yearbooks, newspaper articles, city directories, and books. These images are still subject to any copy fees or research time if requested.
 - Based on the condition of the material, the Librarian has the right to refuse the copying of any materials if the preservation of the materials is at stake.
 - If the Director does not approve your Permission for Use of Images form, you will be able to appeal to the Board of Directors by mail. Address your letter to: Library Board of Trustees, Niagara Falls Public Library, 1425 Main Street St., Niagara Falls, NY, 14305.
 - Image requests are usually filled in 7-10 days. Please note, the more photographs requested, the more time it will take to complete.
- The higher the requested resolution, the more unlikely it becomes that the image will be able to be emailed. The researcher would be responsible either for transferring the image to their own device (ex: flash drive, hard drive, etc.) or having it digitally sent via Dropbox.
- Researchers are prohibited from using their own portable scanning equipment, flash cameras, or video cameras in the Niagara Falls Public Library Local History Department. Non-Flash cameras may be permitted if consulted with Local History staff prior to use.
- All scanning requests are to only be completed by Niagara Falls Public Library staff. Researchers may not use the NFPL scanning equipment themselves, nor does the NFPL staff perform advanced image manipulation.
- All Image requests are subject to the fee schedule on the following page.
 - Fee schedule is subject to change contingent upon the approval from the NFPL Board of Trustees.
 - Payment must be received prior to image becoming available to the researcher.
- Policy will become effective beginning November 1, 2016

FEE SCHEDULE FOR IMAGES

PERSONAL USE OF IMAGES

Photographs in digitized collection	\$5/image
Photographs not yet digitized (JPEG, up to 600dpi)	\$10/image
Photographs not yet digitized (TIFF, up to 600dpi)	\$15/image

COMMERCIAL USE OF IMAGES (1-time use)

Photographs in digitized collection	\$100/image
Photographs not yet digitized (JPEG, up to 600 dpi)	\$150/image
Photographs not yet digitized (TIFF, up to 600 dpi)	\$200/image

NON-PROFIT/GOVERNMENT/ACADEMIC

Photographs in digitized collection	\$0/ image (up to 10 photos at one time)
Photographs not yet digitized (JPEG, up to 600 dpi)	\$5/ image
Photographs not yet digitized (TIFF, up to 600 dpi)	\$10/image

Permission for Use of Images form

1425 Main Street, Niagara Falls, NY 14305
Phone (716) 286-4911 Fax (716) 286-4912

PART 1: APPLICANT INFORMATION

PLEASE PRINT

Name: _____

Company/Institution: _____

Street Address _____ City _____ State _____ Zip code _____

Phone _____ Fax: _____ Email _____

PART 2: CONDITIONS OF APPLICATION

By signing this application, you agree to the following if permission is granted:

- 1) Permitted Use: You may use the images only for the purpose described on the following page under "Project Description."
- 2) Copyright and Third Party Rights: Unless notified explicitly otherwise in writing by the Library, you acknowledge and agree that the Library may not be the owner of the copyright for these images and that any permission granted does not constitute a copyright license. You agree to obtain any authorizations from third parties as may be required for your use of the images, including copyright and publicity rights.
- 3) Credits: You agree to use the credit, Image Courtesy of the Niagara Falls Public Library. The credit information for digital files must be integral with the image as it is displayed, so that downloading of the image includes the credit line.
- 4) Contribution of Copy: You agree to provide one copy of the publication/project to the Library in the case of film, a video copy is acceptable. (In some circumstances a copy is requested, but not required, such as for small personal publishing projects. In the case of signage or single items a copy is not required.) You must provide the Library with the URL address for all websites where the images are displayed, and you must notify the Library of all URL address changes.
- 5) Liability: You agree to defend, indemnify, and hold harmless the Niagara Falls Public Library and its officers, employees, and agents from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from your use of the images.

Date Effective: 11-01-2016

6) Fee: You agree to pay all fees incurred with this request if applicable. You understand that all photographs are subject to the fee schedule found on the Image Policy. You understand and agree that any fees must be received prior to release of images.

7) You agree to all the terms written in the Image Policy (effective 11/01/2016)

8) Effect of Non-Compliance: You understand and agree that failure to comply with one or more of the conditions stated herein may result in the loss of any permission granted and the denial of future requests for reproductions.

By signing below, you agree to the above conditions. If you are requesting the images for a company or organization you represent, that you have the authority to act on behalf of that company or organization:

Signature _____ Date _____

PART 3: PROJECT

PLEASE PRINT

Title of Project: _____

Author/Director: _____ Publication/Release date: _____

Publisher/Production Company: _____

- New Use
- Re-use
- Non-profit status
 - Non-profit identification number:
 - Government
 - Department/Position:
 - Academic
 - Institution/Position (ID required):

Intended Use of Image:

- Personal
 - Personal Use or Research (no publication or public presentation)
 - Interior Decoration or Display (in a private home or office)
 - Other (please explain): _____

- Commercial
 - Printed Source
 - Electronic Format
 - E-Books
 - Television/Film Production
 - Video/DVD
 - Website
 - Exhibition/Display/Presentation
 - Newspaper article
 - Signage
 - Brochure/Flyer/Poster
 - Advertising
 - Display
 - Other (please explain): _____
 - Academic
 - Thesis/Dissertation
 - Magazine/Journal article
 - Book
 - Self-publishing
 - Report/Limited publication
 - Other (please explain): _____

PART 4: MATERIALS REQUESTED FOR USE

Image Descriptions: (Please include as much detail about the image as is available):

Please provide an attached list if necessary.

Approved by: _____

Executive Director

Date