



Tippecanoe County Historical Association
1001 South Street
Lafayette, Indiana 46901
(765) 476-8411 FAX: (765) 476-8414

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DATE OF TRANSACTION:

The images described below have been provided by the Tippecanoe County Historical Association and approved for the purpose of:

Required (attach additional page if necessary):

TYPE IMAGE

DESCRIPTION

FEES

SUB TOTAL FEES

\$

Sales Tax

\$

TOTAL

\$

*Please make check payable to the Tippecanoe County Historical Association,
1001 South Street, Lafayette, Indiana 46901*

License Agreement

Conditions for use of TCHA images.

1. Proper fees will be paid for production costs and usage fees of the image(s) as outlined in the 'Fees and pricing document.
2. All images placed on exhibit, used in publications or video productions shall be credited "Courtesy of Tippecanoe County Historical Association, Lafayette, IN".
3. The images may be reproduced only with the permission of TCHA. The user agrees that all images bear the credit line "Courtesy of Tippecanoe County Historical Association, Lafayette, IN". TCHA will receive a copy of all photographs for records purposes.
- 4. The borrower agrees to use the images only for the purposes stated on this form.**
5. In the event of any conflict between this agreement and any forms of the user, the terms of this agreement shall be controlling. This agreement shall be construed in accordance with the laws of the State of Indiana.
6. Reproductions of materials from the collections of the Tippecanoe County Historical Association are provided under license agreement for purposes indicated in writing by the user and agreed to by the Association.
7. Conditions governing their use are specified on a contractual agreement generated by the Association and to be signed by both the user and a representative of the Association. Costs for reproduction of materials from the Association's collections are usually the sum of two fees: production and use. Use fees do not apply to reproductions made for personal use. The Association reserves the right to require special fees for some forms of commercial uses. The Association also reserves the right to deny requests at its discretion. The prices listed are subject to change. Advance payment is required for all orders unless special arrangements have been made prior to placing the order.

Signature of Person making request date

Signature of TCHA PERSONNEL date

Fees and Pricing of Reproductions

Production fees

All users will be charged an "image production" fee. Users should note that the Association's collections include a great number of objects, artifacts, and images in varying sizes, conditions, and formats, affecting the method of production. Some objects and images will require copy negatives, and others will not. Hence, total production fees are affected by the nature of the original material ordered as well as the user's desired end product.

All negatives and color transparencies remain the property of the Association and are not available for purchase. They must be returned to TCHA.

Black and white prints

8" x 10" photographic prints: \$25

11" x 14" photographic prints: \$50

16" x 20" photographic prints: \$75

Color prints

8" x 10" photographic prints: \$50

11" x 14" photographic prints: \$75

16" x 20" photographic prints: \$100

Digital images

72 dpi JPEG: \$15

300 dpi (or higher) JPEG or TIFF: \$25

New scan: \$10 plus either of the above fees

Additional Image Use Fee for book or periodical illustrations, films, video or websites and other published work

\$150 per image (not-for-profits \$50 per image)

Three dimensional objects and items requiring special handling

The Association reserves the right to restrict the reproduction of materials in our care on the basis of conservation and preservation concerns. The Association reserves the right to charge additional fees as determined by the Association on a case-by-case basis.

Set-up charge: \$75.00

Videotaping and filming

In some instances, at the discretion of the Association, users may film or videotape materials in our research collections. Please note that the Association requires at least forty-eight hours advance notice and that the applicable use fees will be charged.

Set-up fee: \$100.00

Pull-fee, per item: \$10.00

Photocopies

Museum and photographs: Photocopies are \$0.50 each. A standard \$20 research fee is charged on all photocopy orders. A \$10.00 service/shipping and handling fee is also added to each order. If the amount of time needed for the research exceeds 30 minutes further research fees will be charged.

Library and manuscripts: Photocopies are \$0.35 per exposure. A \$10.00 service/shipping and handling fee is added to each order. If an order exceeds 50 exposures, an additional \$10.00 charge is applied for each lot of 50 exposures thereafter.

Research

Museum and photographs: One-half hour of the curator's time is allotted without charge for answering each inquiry. Researchers will be charged \$15 for each hour reference request.

Library and manuscripts: A moderate amount of research (maximum of one hour) can be done for a research fee of \$15.00, which must be prepaid.

Shipping

All orders are shipped First Class mail (unless special delivery is requested), and a \$10.00 shipping and handling charge is added to every order. For Federal Express shipping for patrons without a Federal Express account number, a \$30.00 fee will be added to the order for shipping.