



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

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IMAGE TYPE	Description	Fees

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TOTAL	\$

Please make check payable to the Tippecanoe County Historical Association,  
1001 South Street, Lafayette, Indiana 47901

# 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.

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Signature of Person making request      date

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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. Copyright restrictions may apply.

**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**

JPEG, TIFF or PDF: \$15.00 per image

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

\$100.00 per image      (not-for-profits \$50.00 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: \$25.00

### **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: \$25.00

Pull-fee, per item: \$10.00

**Photocopies**

Museum and photographs: Photocopies are \$0.50 each. A \$2.50 minimum service/shipping and handling fee is also added to each order. The shipping fee may be larger for a large-quantity order. If the amount of time needed for the research exceeds 30 minutes further research fees will be charged.

Library and manuscripts: Photocopies are \$0.50 per scan/page. A \$2.50 minimum service/shipping and handling fee is added to each order. The shipping fee may be larger for a large-quantity order. If the amount of time needed for the scan copies exceeds 30 minutes further research fees will be charged (see the library and archives research policy).

**FEE-BASED RESEARCH REQUESTS:**

Researchers who are not able to visit the library or archives to research in person may request research by filling out the RESEARCH REQUEST FORM and submitting it via mail or email. Library research assistance is provided by Staff and Library volunteers, and requests are completed in the order they are received. Please allow up to 2 weeks for staff to fulfill your request.

\$10.00 required for first 30 minutes, payable in advance and non- refundable. There is no guarantee that we will find the requested information. Please include your complete mailing address, phone number or email with your payment.

\$20.00 for each additional hour of research required, which includes service time for scanning or photocopying requested material. Photocopy fees apply, plus postage.

**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 photographic print order. A minimum of \$2.50 will be charged for postage of photocopied images (and may exceed \$2.50 if it is a large 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.

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