

Annapolis Heritage Society

136 St George Street

PO Box 503 Annapolis Royal, NS

B0S 1A0

PHONE: (902) 532-7754

FAX: (902) 532-0700

Email: historic@ns.aliantzinc.ca

Website: www.annapolisheritagesociety.com

Agreement for Use of Archival Reproductions from the Museum Collection

I/we, the undersigned hereby acknowledge that I/we request permission to use the following reproductions from the Annapolis Heritage Society Collection, Annapolis Royal, Nova Scotia, according to the terms outlined below.

1.	<u>Acc. No(s).</u>	<u>Acc. No(s).</u>	<u>Acc. No(s).</u>	<u>Acc. No(s).</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

2. Intended Use (Please check one):

- Educational use (for publication, please provide title & print run total below.)
- Commercial use (for publication for resale or display in a commercial place).
- Personal Use (will not be published, reproduced or displayed in a public place).

3. I/we understand that this/these copy(ies) are for the use indicated below and that further written permission from the Annapolis Heritage Society is required for any other use than that stated above. Purchase or possession of copies of materials from the Annapolis Heritage Society gives no right of publication or use without permission in writing from the museum.

“ _____ ”

TITLE

AUTHOR

4. I/we agree that I/we are responsible for obtaining all descriptive information related to the photographs requested. Only Museum identification numbers will appear on photocopies.

5. I/we agree to publish with printed acknowledgement that the source of “this/these reproductions is/are from the Annapolis Heritage Society Collection, Annapolis Royal, Nova Scotia” and include a photographer’s credit for _____.

6. I/we agree to supply and deliver one (1) copy of the resulting publication to the Annapolis Heritage Society, at no cost within one (1) year of the publications’ release.

7. Reproductions are subject to Canadian Copyright Law. I/we understand that I/we are responsible for obtaining copyright clearance and reproduction rights and for any infringement of copyright that may arise in the use of this material.

8. I/we agree that I/we will pay the Annapolis Heritage Society for the associated Fees below for production and/or use of images from the Museum Collection.

Production Fees:

	Qty.	Cost (each)	Total
Negative Production:		\$	\$
Prints*		\$	\$
Other Media (Digital Scan)		\$	\$
Total Production fee			\$

Use Fees:

Product/category/ Quantity-Print Run/Fee	Total
	\$

Production Fees + Use Fees	\$
Mailing Costs	\$
TOTAL DUE	\$

*Note: If a full negative (all of the picture) is printed, the resulting copy may not fill a modern-sized print, leaving wide white margins. Please indicate here if you wish:

Full Negative Fill print (some of the image may be lost) Not applicable

Fees apply whether or not a copy image is provided by the Museum (such as in the case of a researcher making his/her own images).

Publication/Use Fees for print/electronic publication, advertising and display purposes are for one-time only, nonexclusive use for a five (5) year period. Subsequent print editions require renewal of this Agreement. Publication/Use Fees for public/commercial broadcasting purposes are for one-time only, non-exclusive use, with unlimited plays over a five (5) year period.

Payment in advance may be required before production is undertaken. Requests for invoicing must be approved by the Museum Curator/Director prior to production. Most orders are filled within two (2) weeks; however, delays may be incurred for large orders. Extra shipping and handling charges may be applied for oversized parcels or rushed orders.

I/we have read and understand the terms with which we may have permission to use the reproductions as outlined above. I/we approve the costs outlined in the above agreement to make payments to the Annapolis Heritage Society for same. I/we understand that I/we are responsible for questions of copyright that may arise in the use of this/these materials.

Signature

Date

Print Name (in full)

Business Name/Organization

Mailing Address

Postal Code/Zip Code

Phone

Fax

Email

Office Use Only:

Date payment received: _____ Staff Initials: _____

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Fee Schedules

Schedule A – Usage Fees*

Product	Category (Please circle)	Print Run Quantity (Please circle)	Fees per image (Please circle)	TOTAL
1). Inside books, DVD's, CD Rom (based on print run)	Commercial	1 – 4999	\$50.00	
		5 – 9999	\$100.00	
		10 – 19999	\$150.00	
		20 – 49999	\$200.00	
		50 – 99999	\$250.00	
	Non-Commercial	1 – 4999	\$25.00	
		5 – 9999	\$50.00	
		10 – 19999	\$75.00	
		20 – 49999	\$100.00	
		50 – 99999	\$125.00	
2). Front covers & packaging of books, DVD, CD, dust jackets, posters (based on print run)	Commercial	1 – 4999	\$200.00	
		5 – 9999	\$400.00	
		10 – 19999	\$600.00	
		20 – 49999	\$800.00	
		50 – 99999	\$1,000.00	
	Non-Commercial	1 – 4999	\$100.00	
		5 – 9999	\$200.00	
		10 – 19999	\$300.00	
		20 – 49999	\$400.00	
		50 - 99999	\$500.00	
3). Magazine, journal or periodical (based on print run, same as book quantities)	Commercial	Starting at:	\$50.00	
	Inside pg:	to Max of:	\$250.00	
	Non-Commercial	Starting at:	\$25.00	
	Inside pg:	to Max of:	\$125.00	
	Commercial	Starting at:	\$200.00	
	Cover pg:	to Max of:	\$1,000.00	
Non-Commercial	Starting at:	\$100.00		
Cover pg:	to Max of:	\$500.00		
4). Websites	Commercial	Home Pg:	\$250.00	
		Inside Pg:	\$100.00	
	Non-Commercial	Home Pg:	\$125.00	
		Inside Pg:	\$50.00	
5). Film, video, DVD & Scanned images	Commercial	Documentary –	\$150.00	
		Feature -	\$500.00	
	Not-For-Profit		\$75.00	
6). Display (stores, hotels, gallery, etc.)		Canada –	\$50.00	
		International -	\$100.00	
7). Newspaper/television	Basic Rate		\$50.00	

*See notes on Agreement for Use of Reproductions form for terms and number of times usage is permitted.

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Fee Schedules

Schedule B – Production Costs

	Price per image	Qty.	Sub-Total
Digital image*/ Scan / Laser Copy From original (up to 8x10)	\$22.00		
B & W copy print From negative (up to 8x10)	\$25.00		
B & W copy print Requires negative (up to 8x10)	\$35.00		
Colour print From negative (up to 8x10)	\$35.00		
Slide copy From original 35 mm	\$13.00		
Other sizes (refer to NSM schedule attached)			