

## Image Use Policy

The Cotuit Historical Society

High-resolution images may be available for purchase. An image fee is charged on a per image basis. Publication/exhibition fees may also apply, depending on your intended use of the image.

You must obtain permission from HSSC for any public use of an image. This includes exhibition/display of an image in a public space and/or publication of an image. Please contact the curator to discuss the details of your project.

HSSC must be credited as the image source in any public use of an image, including exhibition or publication. The minimum required credit is: Courtesy of the Historical Society of Santuit and Cotuit.

Permission for the public use of an image is granted for a single, specific use of the image. Any reuse of an image requires a new request and payment of new image/publication fees.

The HSSC reserves the right to deny permission for the public use of any image in its collections and to impose such conditions as it may deem advisable in the best interest of the Historical Society.

### Image Fees

Please Note: Image fees are charged per image. Payment of an image fee does not give the user permission to reproduce or distribute the image. This fee may not cover the cost to print the image.

Image files are at least 300 dpi for an 8x10 inch image. Images are provided as high-quality JPEGs if delivered electronically (e-mail, Dropbox, etc.). There is a surcharge for delivery of images on a CD/DVD. Please specify preferred format and delivery method in request.

Type	Standard Fee	Fee for Non-Profit
Printed Image (Does not include print costs)	\$40	\$35
Existing digital image	\$20	\$15

New digital image*	\$30	\$20
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\* Staff will determine if object condition/format prevents the imaging of an item.

### **Publication/ Exhibition Fees**

Publication fees are assessed in addition to image fees. The publication fee is for one-time use only. Exceptions may be discussed with the Archivist. HSSC must also be credited in the publication or exhibit (see above).

Fees are per item. In certain circumstances, large requests may be discounted 10%.

<b>Type</b>	<b>Fee</b>
Non-profit publication	\$25
Local, Regional publication	\$50
National publication	\$100
International publication	\$200
Multi-use (non-resale)	\$500
Temporary exhibition	\$25
Permanent exhibition	\$60

### **For more information or to order an image**

Please contact:  
 Samantha Silva, Curator  
 508.428.0461  
 Info@CotuitHistoricalSociety.org

Include the image title(s) and identifier number(s) for all items that you are interested in. Provide your name, e-mail address, mailing address and telephone number with all requests.