

## Mercer Museum Research Library

### Rights and Reproduction Policy

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- Customers must complete and sign (both pages) of the digital scan and publication rights forms and submit payment before any images are released.
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- Outsourced scanning:
  - Some materials may require being sent to an outside vendor. Any outsourced scanning will be charged a \$15 outsourcing fee.
  - In addition to the outsourcing fee the final cost for scanning will be determined by the outside vendor. The final cost for outsourced scanning is subject to change.
- Non-commercial vs. commercial:
  - Non-commercial use is defined as any photography used by a non-profit organization; or as part of any not-for-profit scholarly enterprise, especially for educational purposes and/or cultural enhancement; or for personal study or reference.
  - Commercial use is defined as any photography used by a for-profit enterprise, or in any profit-making venture, for the purposes of creating, illustrating, advertising, marketing or commemorating a product.
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- Newspapers are not required to pay for publication fees but are required to pay any digital image fees.
- Digital Image and Publication fees for newspaper publications:
  - Newspapers are required to pay any Digital Image fees.
  - Newspapers who are using BCHS images for advertising or other revenue generating purposes will be required to pay a Publication fee.
  - If a newspaper wishes to use a BCHS image for a feature article Publication fees may be waived.
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