Mercer Museum Research Library

Rights and Reproduction Policy

- All images (or any materials) from the Bucks County Historical Society collection must be properly cited – [Insert item information such as collection name] From the Collection of the Mercer Museum Library of the Bucks County Historical Society

- Ordering of photographs and the payment of digital image fees DOES NOT convey permission to publish. A separate application and publication fee payment must be made for Publication Rights.

- Customers must complete and sign (both pages) of the digital scan and publication rights forms and submit payment before any images are released.

- The payment of the Publication Rights fee is one per publication, not per image in the publication.

- 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.

- BCHS reserves the right to waive fees for publications that, in the judgment of BCHS staff, have public relations value for BCHS, or in return for other services rendered to BCHS by the publisher.

- 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.

- Onsite Digital photography (including the use of cell phone cameras) is permitted in the Reading Room for a daily use fee of $5.00. Please request an “On-Site Photography Permission Form” and return to Library staff prior to photography. **Visual and graphic materials are not permitted for photography.** Any items capture are for personal use only and are not for publication. Requests to photograph these materials must be directed to the Collections Manager. Professional cameras, copy-stands and additional lighting are also not permitted without prior arrangement.

As of 7/21/2020