

AM 300 Library Collections

AM 313 Local History Permission to Use & Fee Schedule

Adopted: 09/08
Revised: 09/16

Policy

To assist customers with their personal, research or commercial endeavors, the Metropolitan Library System provides reproductions of items from its Oklahoma Room Collection including video, audio or high-resolution digital images.

Regulations

1. Fees will be charged to offset the cost of delivering high-resolution images for personal, research or commercial use.
2. Written permission is always required for use of any Oklahoma Room image.
3. When the use is commercial, the Requestor must obtain permission from the copyright owner. The Library does not assume responsibility for determining the copyright status of library materials.
4. A reasonable inquiry by the Requestor should include those of the following steps that are relevant:
 - a. Determine if the work is in public domain.
 - b. Contact the author or the publisher by letter, telephone or e-mail.
 - c. Contact the U.S. Copyright Office for information. The Copyright Office now provides online information at <http://lcweb.loc.gov/copyright/> and performs professional searches for a fee.
5. If the Requestor undertakes and documents a reasonable inquiry and cannot locate a rights holder from whom permission could be obtained, the Requestor must indemnify the System against any claim that the library's act of providing a copy were an infringement of a third party's rights.
6. Fees for use will be assessed if an image is to be reproduced in any type of publication, media, broadcast, exhibition, web site, or other commercial use.
7. Fees are charged for the nonexclusive use of images. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement.
8. The Library reserves the right to refuse use of materials intended for commercial use or waive use fees.

Fees

Two types of fees may be assessed. A use fee is charged for the use of an image for commercial purposes. A digital copy fee is charged per image for a copy to be made.

Digital copies of local history images

- at 300 dpi - \$5.00 per image
- at 600 dpi - \$15.00 per image

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- at 1200 dpi - \$30.00 per image
- processing fee \$5.00

Use of local history images

- book, brochure, filmstrip, flyer, poster, postcard, or PowerPoint programs for sale
 - for a quantity of 1 to 4,999 - \$15.00 per image
 - for a quantity of 5,000 to 9,999 - \$30.00 per image
 - for a quantity of 10,000 to 29,999 - \$60.00 per image
 - for a quantity of 30,000 and over - \$120.00 per image
- website - \$15.00 per image
- commercial décor - \$150.00 per image
- advertising & product design - \$15.00 per image
- serials
 - for a quantity of 49,999 or under - \$15.00 per image
 - for a quantity of 50,000 to 99,999 - \$60.00 per image
 - for a quantity of 100,000 or over - \$120.00 per image
- video for resale or broadcast documentaries
 - for a quantity of 5000 or under - \$35.00 per image
 - for a quantity of 5001 or over - \$100.00 per image
- interactive CD-ROM or DVD - \$120.00 per image
- exhibitions or one time broadcasts
 - for commercial use - \$30.00 per image
 - for non-commercial use - \$15.00 per image