



## PHOTOGRAPH REPRODUCTION POLICY

The Library holds a collection of approximately 2000 historic photographs, mainly a gift of the Palos Verdes Homes Association. These have been digitized and may be browsed on the PVLD website at [www.pvld.org/localhistory](http://www.pvld.org/localhistory). Higher resolution commercial quality TIFF files are available for download, or can be copied to DVD. See price list and requirements printed below. [*Trustee Policies & Procedures Manual Sec. 5030.0*]

Reproduction with personal cameras and/or scanners is prohibited, but images **may** be copied on the photocopy machine for personal research.

### Fees:

#### Individual Use:

\$10 per image for local resident (90274, 90275 zip codes)

\$25 per image for non-resident

#### Commercial Use: (For-profit OR Non-profit)

\$50 per image for local business or organization (90274, 90275 zip codes)

\$75 per image for non-local business or organization

[Note: Fees may be modified only with approval of the District Director.]

The photo collection is intended for personal research, scholarly or educational use. Permission is granted for a **one-time use only**. Any further reproduction, redistribution, publication, exhibit or other use without prior written permission from the Palos Verdes Library District is prohibited.

All orders are to be **pre-paid**. To order images, complete the Photo Reproduction Order Form, and send with payment (by check or credit card) to Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA 90274.

You will be notified by email when your order is ready.

Allow 5 business days for completion.

For questions, send email to [dcampbell@pvld.org](mailto:dcampbell@pvld.org).

Rev. 11/20

## PVLD PHOTOGRAPH REPRODUCTION ORDER FORM

Date of request \_\_\_\_\_ Received by \_\_\_\_\_

Name of requestor \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How will the photographs be used? (Please be specific.)

Photograph Information (Limit 10 per request)

<u>Photo #</u>	<u>Title of Photo</u>	<u>Fee per Image</u>
Total Fee		\$ _____

Copyright/Publication Statement

*In compliance with the copyright law of the United States (Title 17, U.S. Code) which governs the reproductions of copyrighted material, the Palos Verdes Library District makes its historic photographs available to the public for "private study, scholarship, or research." Using a reproduction for purposes in excess of "fair use" may be considered an infringement of copyright law.*

*The District is considered the owner but may not be the copyright holder for all of its photos. The User must assume responsibility for identifying and satisfying the requirements of copyright holders before publishing the material. The Library assumes no responsibility for improper use of images from its collection.*

*If used in publication, a credit note as: "**Palos Verdes Library District Local History Collection**" must be used.*

**I confirm that the information I have provided is correct, and that I have read and accept the conditions of use.**

\_\_\_\_\_  
Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Payment by: Check enclosed \_\_\_\_\_ Credit Card \_\_\_\_\_ (Visa, MasterCard, Discovery)

Card holder Name \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Date Completed \_\_\_\_\_ By Staff \_\_\_\_\_ 10/2011