

**Visual Materials Price List & Use Fees**  
**Douglas County History Research Center ~ 303-688-7730**

When an image is ordered, the *total due at time of order* is the sum of the processing fee, postage & packaging fee, photocopy fee and applicable commercial service fee.

*If an image is for non-commercial, non-profit use by an individual not connected with a business, and used for personal research or displayed in a private home, no service fee is charged.*

**Processing time for an order is two weeks. All orders must be prepaid.**

**Processing Fees**

**Photographs:** All prints are printed on medium weight resin coated paper, glossy or matte finish.

Size in inches	B&W Matte/Glossy	Color/Sepia
5 x 7	10.00	\$15.00
8 x 10	12.00	18.50
11 x 14	16.00	34.00
16 x 20	31.00	57.00
20 x 24	45.00	93.00

Price quotes for prints larger than 20" x 24" available.

**Transparencies:**

35mm slide from existing 35mm slide	\$1.50
35mm slide from print or original art	\$8.50

**Digital Image Files:** Size and/or quality of Digital Image Files must be determined with staff.

Each image	\$20.00
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**Photocopy Fees:** Photocopies for examination, first 10 free.

Additional copies: 8 1/2" x 11"	\$.10
8 1/2" x 14" or 11" x 17"	\$.15

**Postage and Packaging:**

Within Colorado, U.S. & Canada	\$6.00
Overseas, oversized or large quantity orders, additional charges quoted as needed.	

**Commercial Service Fees**

Fees are per photograph/transparency in addition to processing fee. Commercial service fees must be paid in advance with the processing fees. For quotes on larger publications, please contact the DCHRC staff.

1. Fees for Books (per edition), Guides, Posters, Postcards, Calendars and Brochures.	
a. Minimum (under 5,000 copies)	\$15.00
b. 5,001 to 10,000 copies	35.00
c. 10,001 to 20,000 copies	75.00
d. 20,001 to 30,000 copies	115.00
2. Serials (magazines, newspapers)	
a. Minimum (under 10,000 copies)	\$15.00
b. 10,001 to 20,000 copies	30.00
c. 20,001 to 30,000 copies	45.00
d. 30,001 to 40,000 copies	60.00
e. 40,001 to 50,000 copies	75.00
3. Videotapes, DVDs, CD-ROM, and other software usage	
a. Minimum (under 1,000 copies)	\$35.00
b. 1,000 to 2,000 copies	55.00
4. Television broadcast, including non-commercial/PBS, & motion picture.	
a. Non-commercial & Public Broadcast Stations	\$90.00
b. Commercial, CATV North America/World-wide broadcast	\$180.00
c. Motion picture	\$180.00
5. Special service fees (in addition to any other required fees)	
a. Commercial decorative display (offices, restaurants, stores)	\$30.00
b. Book jacket	100.00
d. Advertising use (per image)	180.00

Requests not specifically mentioned within the above procedures will be submitted in writing for consideration, and will be subject to special written agreements.

**Prepayment requested by cash, check or money order payable to:  
Douglas County Libraries**

**over**

***Conditions of Use and Reproduction of Visual Material  
of the  
Douglas County History Research Center***

**NOTICE: Warning Concerning Copyright Restriction**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted materials.

Under certain conditions specified in the law libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.



1. Prepayment of visual material orders is required.
2. The customer will not use or authorize others to use visual material copies from the Douglas County History Research Center for any purpose differing from the specific stated use on the order form, without written permission from the Library Director or Archivist.
3. The Douglas County Libraries Douglas County History Research Center reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare, fragile, or valuable items; to make special fee quotations on items involving unusual difficulty in copying; and to charge a higher fee than specified for a small number of unique items.
4. The Collection does not permit researchers or customers to use copy equipment of any type to copy visual material, nor can copy negatives be provided for visual material.

*The History Research Center does permit members of the media to copy material for use in broadcasts or newspaper articles. Artificial lighting must be approved by the archivist. Arrangements must be made in advance.*

5. All duplicate images must be obtained directly from the Collection before publication of any visual material belonging to the Douglas County Libraries Douglas County History Research Center. The Library reserves the right to require a publication proof prior to final approval.
6. The customer will not crop, retouch, modify, or otherwise alter in any way, any image provided without the express, written consent of the Library.
7. All responsibility for questions of copyright or invasions of privacy that may arise in the use made of reproduced material provided by the Library must be assumed by the customer. The Library will provide any information it has available to the customer.
8. It is the responsibility of the customer to credit the material properly. Proper credit must be given to the photographer or artist when known, the call number when known, as well as the Douglas County Libraries Douglas County History Research Center. In the event this credit line is omitted, the Library will charge an additional fee of 100% of the reproduction and service fees.

**# (Item Number) Creator:  
Douglas County Libraries (or DCL) Douglas County History Research Center**

9. The customer agrees to provide to the Douglas County Libraries Douglas County History Research Center one free copy of the item containing the visual material that is produced or published.



*Thank you for following our procedures for use of visual material  
in the Douglas County History Research Center.*