Harwich Historical Society 80 Parallel Street, Harwich, MA 02645 (508) 432-8089

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Research Use Policies

The Society maintains substantial collections of books, manuscripts, genealogical records, photographic images, and artifacts related principally to the history of Harwich. As part of the Society's mission, it welcomes the public to use its resources. The Director or designee will respond to requests concerning the likely availability of sources related to the researcher's interests. The Society cannot, however, conduct this detailed research. Persons are encouraged to visit during scheduled hours or at mutually agreed upon times. Persons unable to come to the museum can be provided a list of qualified individuals who will conduct research for fee.

Collection Use and Photocopy Policy and Fees

- 1. The HHS reserves the right to refuse to photograph or photocopy fragile or rare materials.
- 2. All photographic prints and photocopied material are supplied for study purposes only, unless permission is obtained from the Director.
- 3. Obtaining copies of HHS material does not imply the right to publish them or to permit them to be copied. The museum must receive a request in writing, which describes the nature and purpose of the proposed use, publication or exhibition and the exact material desired for use.
- 4. When permission is granted, all materials to be reproduced are subject to a Reproduction Rights Fee over and above copying costs.
- 5. All reproduction fees cover a one-time use, in one language, one edition and one country distribution.
- 6. Materials and permission to reproduce may not be re-used, transferred, assigned or sold without written permission of the Harwich Historical Society.
- 7. All matters of publication copyright rest entirely with the publisher.
- 8. Any reproduction that is used as an illustration in any manner must bear the credit line: *Courtesy of the Harwich Historical Society*.
- 9. The HHS requires one complimentary copy of the publication in which the image or artifact is reproduced. The copy should be sent to the HHS within one month of the date of publication.

- 10. All black and white or color negatives remain the property of the Harwich Historical Society. No negatives will be sold or loaned.
- 11. Arrangements for photography of collections material must be made through the Director. Personal photography of the museum collection is prohibited.
- 12. Use of the Harwich Historical Society images or collection material on CD-ROM or any Internet application is strictly prohibited.

Fees

- 1. Library Use Fees:
 - a. First 15 minutes: Free
 - b. Per day: Members Free/Non-members \$10.
- 2. Telephone, written and email requests for information to be mailed will carry a \$10 fee for the first hour (or any fraction thereof) of research plus any photocopying costs and postage. Beyond the first hour the charge for research done by museum and library staff will be \$15 per hour.
- 3. Photocopying is \$.15 per page for members/\$.25 per page for non-members.
- 4. Television, media and commercial crews will be charged a flat fee of \$100 for filming on museum property, plus additional fees for staff time subject to permission for specific use. Advance payment is required. Fee for non-profit groups may be waived subject to permission from the society.
- 5. Commercial organizations businesses, and non-profit organizations desiring to purchase positive images, black and white or color prints owned by the Harwich Historical Society will pay processing cost of images, staff time (if necessary), use fee of \$10 to \$125 per image depending upon use, and postage. Unless credit has been established, purchases are to be paid in advance.
- 6. For organizations or businesses seeking to purchase digital images, fees are as follows:
 - a. Small Business, non-profit, & museums \$15 per scanned image
 - b. Books, magazines, newspapers with production runs up to 20,000 \$25 per scanned image.
 - c. Media with production runs over 20,000 \$50 per image.
- 7. Individuals desiring to purchase positive images owned by the Harwich Historical Society will pay processing costs of images and use fee. Use fee is \$10 for the first print image and \$8 for each additional print image. For any oversize or special need, extra fees will be determined at time order is placed. Processing costs, use fee and postage must be paid in advance unless credit has been established. Normal delivery time is ten days following an application and order.

8. For individuals seeking to purchase digital images, fees are as follows: \$10 per image for electronic transfer; \$15 for transfer on physical media (includes mailing costs). Printouts of scanned images are not available.

Please complete this form and return it to the Harwich Historical Society, 80 Parallel Street, Harwich, MA 02645. A countersigned copy of the form will be returned when permission has been granted.

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	Historical Society at its meeting on October 19, 2007.