

Lakewood's Heritage Center
801 S. Yarrow St.
Lakewood, CO 80226
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PHOTOGRAPH USE POLICY

1. CONDITIONS FOR USE_____

Photographs from the collection are available for reproduction unless restricted. All copies of photographs in the collection must be obtained from LHC and all required fees paid.

LHC reserves the right to restrict the choice of photographs available for publication and commercial use. A line crediting LHC MUST accompany published photographs, and a complimentary copy of the publication will be required for our files. Violation of this can result in copyright infringement and will result in the user no longer having access to the collection. The credit line is:

“Lakewood’s Heritage Center, City of Lakewood”

If a copy of a photograph is required, a LHC staff member will copy the photograph. The public/individuals are not allowed to photograph images in the LHC collection.

2. FEES FOR USE_____

Research fee: A research fee is charged by LHC for the time needed to research, locate, document, copy, return, and refile the photograph. This fee is \$5.00 per hour with a minimum fee of \$5.00. A shipping and handling fee may be assessed. All fees must be paid when the request is made. The research fee will be charged whether the desired photograph is located or not.

Processing Fee: LHC can supply a current list of processing fees upon request. All photographs are processed in house. All processing fees must be paid at time the request is made. If the request is scanning a photograph(s) to a CD, the fee is \$2.50 per image, plus a \$1.00 CD cost unless the user provides the CD.

Commercial Use Fee: A commercial use fee is charged by LHC for photographs that are to be used in publications or other commercial use. Commercial use fees are per photograph in addition to other fees stated above. LHC does not charge a commercial use fee for private use by a non-profit 501c3 organization or for photographs used for LHC publicity.

LAKWOOD'S HERITAGE CENTER
Current fee schedule for reproductions of photographs

PROCESSING FEES:

Photographic Reproductions:

Black & White, or color prints from prints:

4x6":	\$5.00
5x7":	\$10.00
8x10":	\$15.00
11x14":	\$20.00

Print scanned to CD: \$2.50/each photo scanned; \$1.00/CD charge

COMMERCIAL USE FEES (per photo):

A. Books, posters, postcards or similar printed items:	
a. 1-5,000 copies:	\$15.00
b. 5,001-10,000 copies:	\$35.00
c. 10,001-25,000 copies:	\$125.00
d. Over 25,001 copies:	\$175.00
B. Publication in a serial or newspaper:	
a. Under 50,000 circulation:	\$15.00
b. 50,001-100,000:	\$60.00
c. Over 100,000:	\$125.00
C. DVD's for resale	
a. 5,000 and under	\$35.00
b. Over 5,000:	\$100.00
D. Special uses, per image	
a. Commercial display	\$75.00
b. Book Jacket (add to "A" above)	negotiable
c. Commercial motion picture/TV broadcast	negotiable
d. Advertising	negotiable

RESEARCH FEE:

**For time by LHC staff to research, locate, document, copy, and refile photographs:
\$5.00/hr, min. 1 hour**