



MUSEUM OF LOCAL HISTORY

190 Anza St. Fremont, CA 94539

Procedure for Requesting Permission to Publish Museum Materials

1. Address the request in writing to the Curator, Museum of Local History.
2. List material to be published, giving collection name and category. Categories may be descriptive in terms of person, place, time period, and context.
3. Indicate whether the material is to be quoted, cited or reproduced
4. State how the material is to be used:
 - a. Type of publication
 - b. Proposed title
 - c. Publisher's name
 - d. Expected date of publication
 - e. Nature of publication, e.g., scholarly, commercial, exhibit

5. In citing materials, use the following format:

Identification of the item, Name of collection, The Museum of Local History, Fremont.

6. The Museum of Local History does not hold the copyright to all of the original materials in its collection. In those cases where copyright resides elsewhere, permission for publication is given on behalf of The Museum of Local History as owner of the physical manuscripts and is not intended to include or imply permission of the copyright holder, which must also be obtained by the publisher.

7. The Museum of Local History does not grant exclusive publication rights. By giving permission to publish a manuscript or picture or image, the Museum does not surrender its own right to publish it or to give others permission to publish it.

8. The Museum of Local History requests a complimentary copy of all publications that make significant use of its collections.

9. Publication of entire manuscript items or substantial portions of an item may be subject to use fees.



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Copyright & Ordering Information

Photocopies, copy prints and electronic reproductions are available, and most images can be used in commercial and non-profit applications with the proper fees and permissions.

ORDERING INSTRUCTIONS

You may order copies of pictures from the museum archive. Print the form and send it to the address provided. All orders must be prepaid with checks drawn on a United States bank and made out to the Museum of Local History. Please identify categories of interest and quantities.

DELIVERY TIMES

Requests are processed in the order received. Photographic prints will be available in approximately 3-4 weeks.

LICENSING AGREEMENTS AND CREDIT STATEMENTS

For personal and commercial uses of the Museum's artifacts/pictures, the Museum will send to you a Licensing Agreement which states rights assigned and which you are to sign and return to the Museum. It will also state proper credit to be used for each photograph whenever photographs are published or are used in the media.

PERSONAL USE FEES

Individuals using the photographs for home decor, research, or other personal uses, need only pay the photographic reproduction fee. Anyone using the photographs for commercial purposes, including decoration of businesses must also pay the commercial fees.



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| Advertising and product design (for up to 3 years) | \$150 |
| Brochures and flyers | \$50 |
| Commercial decor, per image, basic fee for one time use | \$150 |
| Commercial decor usage fee for multiple copies per image | \$300 |
| Commercial media, including images for use in CD-ROMs, television, video, and films. Basic fees for one time use, one language distribution rights | \$125 |
| Educational media, education or industrial in-house presentations | \$25 |
| Trade publications, including electronic magazines | \$75 |

REPRODUCTION FEES

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| 8x10 single weight glossy fiber photographic print | \$30 |
| 11x14 single weight glossy fiber photographic print | \$40 |
| Digital image scanned and emailed | \$30 |
| Re-scanning of original image to a resolution higher than 300dpi at 8x10 | \$35 |
| Postage for up to 5 prints (First Class) | \$5 |