



**THE MINNESOTA STREETCAR MUSEUM**  
COMO-HARRIET STREETCAR LINE  
EXCELSIOR STREETCAR LINE

P.O. Box 14467 - UNIVERSITY STATION  
MINNEAPOLIS, MINNESOTA 55414-0467  
952-922-1096  
[www.trolleyride.org](http://www.trolleyride.org)

January 9, 2010

## **POLICY No. 2**

### **REPRODUCTION AND USE OF MSM PHOTOGRAPHS AND IMAGES**

**1.0 Policy.** Permission to reproduce and/or use a photograph or image from the collection of the Minnesota Streetcar Museum will be granted as long as the following conditions are met.

- 1.1 Permission must be documented by a Request for Use Form. Possession of a Minnesota Streetcar Museum image does not constitute permission to use it.
- 1.2 Permission is for one-time, one-project use only. The Museum retains all rights to the images, and they may not be used for any other purpose than that listed on the Request for Use Form.
- 1.3 Commercial users must pay the use fee in advance of receiving a permission form signed by an officer of the Minnesota Streetcar Museum.
- 1.4 Credit must be given to the Minnesota Streetcar Museum and the creator of the work, if known.
- 1.5 Credit must appear with the image or on a credit page that indicates the page number and position on the page.
- 1.6 If the image is not owned by the Museum, the requestor must seek permission from the current owner. The Museum will provide the owners name, if known.
- 1.7 The Minnesota Streetcar Museum assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from reproduction of any image. In all instances the applicant agrees to hold the museum and its agents harmless against any and all claims arising or resulting from the use of this image and shall indemnify the museum and its agents for any and all costs and damages arising or resulting from any such unauthorized use.
- 1.8 The Museum reserves the right to decline permission to any publishers and individuals.
- 1.9 In some cases, the Museum will request a copy of the publication be donated to the Museum. Please send to: Aaron Isaacs, MSM Archivist, 3816 Vincent Ave. South, Minneapolis, MN 55410

**2.0 Reproduction and Use Fees.** The following are the MSM reproduction/use and other fees.

- Non-profit/educational use: no fee
- Personal use non-MSM members: \$10.00
- Personal Use MSM Members: \$5.00
- Book under 1,000 copies: \$15.00
- Book 1,000 - 5,000 copies: \$30.00

**WE MAKE MINNESOTA'S ELECTRIC RAILWAY HISTORY COME ALIVE!**



- Book 5,001 - 25,000 copies: \$50.00
- Book over 25,001: \$100.00
- Newspapers/Magazines Minnesota-based publisher: \$0
- Newspapers/Magazines under 50,000 circulation: \$30.00
- Newspapers/Magazines 50,001 - 100,000 circulation: \$50.00
- Newspapers/Magazines over 100,000 circulation: \$100.00
- Brochures and misc. printed material all sizes: \$30.00
- Broadcast Minnesota-based station: \$0
- Broadcast public television: \$30.00
- Broadcast US Market only: \$50.00
- Broadcast world market: \$100.00
- Media bundle World market broadcast & video/DVD: \$125.00
- Film or video U.S. market only: \$50.00
- Film or video world rights (single media): \$100.00
- Advertising regional market (one ad, all media): \$100.00
- Advertising U.S. market (one ad, all media): \$300.00
- Advertising world market (one ad, all media): \$500.00
- Website: \$50.00
- Merchandise items (calendars, note cards, coffee mugs, etc.): \$50.00
- Public display (lobbies, restaurants, etc.): \$30.00

- 2.1 All fees are in U.S. dollars, are charged per image and are for a single use.
- 2.2 Expenses associated with providing a CD diskette and postage for mailing the CD will be charged to the purchaser/licensee if these are provided by MSM.

**3.0 Media.** The Museum offers only digital scans of its photos. Photographic prints are not available.

- 3.1 Three-hundred (300) DPI are medium resolution scans typically used for print that does not require high resolution such as desktop publishing, newsprint, reports, etc. Because the file size of these images can be large and they are not generally used for computer display.
- 3.2 Six-hundred (600) DPI are high resolution scans. These are used for better quality printing and publishing. The file size is very large.

Approved by the Board of Directors on June 18, 2007. Reviewed and approved again by the Board on January 9, 2010.

ATTEST:

James A. Vaitkunas  
*Corporate Secretary*

Attachment:  
Request for use form



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**Minnesota Streetcar Museum Photo/Image Request to Use**

Organization \_\_\_\_\_

Individual or Organization Representative \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

If a non-profit organization, what is your tax exempt number? \_\_\_\_\_

Type of use (select one)

- Non-profit/educational use: no fee
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\_\_\_\_\_ Date of proposed use

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 Use authorization approved by MSM staff:

Date \_\_\_\_\_ MSM Staff Signature \_\_\_\_\_