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
Policy No. 2  Reproduction and Use of MSM Photographs and Images

Book 1,000 - 5,000 copies: $30.00
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 There will be a one-time $20 base charge for all photo reproduction orders.
   Additional use charges are as listed above.

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 February 26, 2011. Letterhead and order form address updated July 20, 2017.

ATTEST:

James A. Vaitkunas
Corporate Secretary

Attachment: Request for use form
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
___Personal Use Minnesota Streetcar Museum (MSM) member: $5.00
    ___Personal use non-MSM member: $10.00
___Book under 1,000 copies: $15.00
___Book 1,000 - 5,000 copies: $30.00
___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
___Broadcast world market: 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

_________________________________________________________________

Use authorization approved by MSM staff:

Date_________________ MSM Staff Signature_________________________