



Saanich Archives Photographic Reproduction & Use Policy

Saanich Archives reserves the right to determine the method of copying and to refuse copying of material for conservation, privacy or copyright reasons.

Use of Images

Images obtained from Saanich Archives or found on the Saanich Archives website may be used for personal research or private study and enjoyment. All other use requires written permission.

Images shared online must be credited to Saanich Archives, and image content must not be digitally manipulated in any way (including colorizing).

Permission for Publication and Commercial Use

Permission to reproduce, distribute, transmit, or otherwise use Saanich Archives' images in print, broadcast, video, film, exhibitions, online or other medium must be obtained in advance and in writing using the [Visual Records Permission Form](#).

Terms and Conditions for Use of Photographs

1. If permission is granted, you will be allowed to use the image(s) one time only. Additional use is not permitted without a separate application.
2. Each image **must be credited** to SAANICH ARCHIVES. Caption and credit information should appear beside the image together with the Saanich Archives identifying number.
3. Saanich Archives retains all rights to the images.
4. Duplicating, sharing, transmitting, selling or giving Saanich Archives images in any format is not permitted.
5. Image content must not be digitally manipulated or altered in any way.
6. Images used on a web site must not exceed a dimension of 550 pixels.
7. Any physical or electronic copies created must be destroyed upon completion of the project.

Copyright

In authorizing the publication of a photographic image, Saanich Archives does not surrender its own right to publish it, or to grant permission to others to do so.

For works under copyright, negotiations between user and copyright holder are the responsibility of the user, as are possible infringement and invasion of privacy arising from the use of reproductions.

Reproduction Fees & Payment

Images from the Saanich Archives website may be used free of charge but are subject to permission requirements if used for purposes other than research or private study (see Permission for Publication and Commercial Use above).

Reproduction fees apply to all images ordered from Saanich Archives. All reproduction fees must be paid in advance. GST and PST apply. Payment can be made by cash or by cheque made out to **District of Saanich**.

Orders are normally processed within seven business days.

SAANICH ARCHIVES
3100 Tillicum Road Victoria BC V9A 6T2 | T 250-475-5494 ex.3478
Email: archives@saanich.ca | Website: <http://saanich.ca/archives>

User Fees

User fees will be charged when an image is to be used for commercial/merchandising purposes.

User fees do not apply to images used for research or private study. User fees do not apply to images used in publications that promote the educational or research objectives of Saanich Archives.

Schedule of Fees

Digital image – JPEG format	\$10.00
Images from Saanich Archives website – Non-commercial use	Free (but permission is required for all uses other than research & private study)
Commercial use of a single image	\$100
Merchandising use of a single image	\$100 + \$0.10 per reproduction