# Saanich Archives Photographic Reproduction & Use Policy

#### Use of Images

Photographic images ordered from Saanich Archives or found on the Saanich Archives website may be used for research purposes or private study.

#### **Permission for Publication and Commercial Use**

Permission to reproduce, distribute, transmit, or otherwise use Saanich Archives' images in print, broadcast, video, film, exhibitions, CD-ROM, Internet or other medium must be obtained in advance and in writing using the <u>Visual Records Permission Form</u>.

#### **Reproduction Fees & Payment**

Reproduction fees apply to hard copy photographic prints and electronic images ordered from Saanich Archives. Thumbnail 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 above).

All reproduction fees must be paid in advance. GST and PST applies.

Orders are normally processed within seven business days.

#### **User Fees**

User fees do not apply to images used for research or private study.

User fees do not apply to images used to promote the educational or research objectives of Saanich Archives.

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

## **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. Compressed jpeg files should not be larger than 50 kb.
- 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.

## Schedule of Fees

5 x 7 print – Non-commercial use	\$5.00
8 x 10 print – Non-commercial use	\$10.00
Digital image on CD	\$10.00
Images from Saanich Archives website – Non-	Free (but permission is required for all uses
commercial	other than research & private study)
Commercial use of a single image	\$100
Merchandising use of a single image	\$100 + \$0.10 per reproduction

To order photographs or to obtain permission for use, please contact Archives staff by phone at (250) 475-1775 or by email at <a href="mailto:archives@saanich.ca">archives@saanich.ca</a>