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## **REPRODUCTION FEES**

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Orders require a **two week turn-around time** (not including mailing time). All in-house copying will be done by CSH staff or trained volunteers only. Scanners and digital cameras are allowed in the reading room upon staff approval only; reproduction fees apply. No more than twenty (20) percent of a collection/printed item/publication/exhibit may be photocopied or reproduced. Any copy negatives created in the production of an order remain the property of CSH. Unless otherwise requested, orders are scanned at the following specifications: 300 ppi, 8” by 10”, TIFF, 8-bit grayscale/24-bit color, full frame, and not retouched.

### **PHOTOGRAPHS**

Digital Reproduction (of prints not available in online database) Service fee of \$25 per half hour after the first half hour

### **ARCHIVES (FILES/MAPS/PLANS/DRAWINGS/EPHEMERA)**

Photocopy Reproduction Service fee of \$25 per half hour after the first half hour

### **PHOTOGRAPHING/FILMING of Photographs & Archives**

Images/artifacts shot for editorial, non-editorial (merchandising), and advertising is done at CSH facilities only. These photographing/filming/videotaping charges are *in addition* to use fees. Research must be completed, images approved and appointments scheduled in advance of the photographing/filming/videotaping session.

\$110.00 per hour, 1 hour minimum - Commercial Rate  
\$50.00 per hour, 1 hour minimum - Non-Profit discount

### **FACILITY RENTAL for Filming at the Center for Sacramento History**

\$550.00 per day for on-site filming from 8:00am - 5:00pm  
\$275 fee if filming runs later than 5:00pm  
\$55 per hour, per staff member with a minimum of one, required to be on-site to monitor film crews working in or near collections

### **SOUND/MOVING IMAGES**

KCRA TV Film Collection (searches & transfers) *\$40 per hour with a \$120/3 hour minimum paid to film specialist contractor*, plus service fee paid to the Center:

\$138.00 per project (for-profit)  
\$65.00 per project (non-profit)

Moving Image/Recorded Sound Collections for creating master digital files.

Service fee of \$25 per half hour after the first half hour

### **OTHER FEES**

Research conducted by staff  
Rush service, as schedule permits

\$55.00 per hour, 1<sup>st</sup> hour free  
100% surcharge

## USE FEES

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**Center for Sacramento History, [Collection Name], [Accession Number]**

Credits should appear in close proximity to the image, exhibition area, or in a section devoted to credits. Altering the original image beyond standard cropping requires written permission from CSH. These changes must be indicated in the accompanying caption. Applicant agrees to provide CSH with one copy of the work containing the reproduction.

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**EDITORIAL USE:** editorial use within books, periodicals, and other published works (company reports, brochures, etc.). For use on the cover of a magazine or book, *the rate is 2 times the amount listed below*. Subsequent printing and additional uses are normally charged at one-half the original fee, but should be verified and permission granted beforehand. *For a thesis, dissertation, or an unpublished report, non-editorial use fees apply.*

\*Non-profit refers to any governmental agency or organization able to demonstrate 501(c)(3) not-for-profit status.

	<b>IN Sacramento County</b>	<b>OUTSIDE Sacramento County</b>
For-profit		
Circulation/print run less than 10,000	\$35.00 per image	\$70.00 per image
Circulation/print run greater than 10,000	\$50.00 per image	\$100.00 per image
Non-profit*		
Circulation/print run less than 10,000	\$25.00 per image	\$50.00 per image
Circulation/print run greater than 10,000	\$40.00 per image	\$80.00 per image

**NON-EDITORIAL USE:** for reference, or home & private display.

Personal use	\$10.00 per image	\$12.00 per image
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**NON-EDITORIAL USE (MERCHANDISE) & DISPLAY:** products such as postcards, posters, calendars, clothing, exhibits, and murals or other artwork.

For-profit		
Production run less than 5,000	\$75.00 per image	\$150.00 per image
Production run greater than 5,000	\$100.00 per image	\$200.00 per image
Non-profit*		
Production run less than 5,000	\$50.00 per image	\$100.00 per image
Production run greater than 5,000	\$65.00 per image	\$130.00 per image

**ADVERTISING:** Advertising (includes print media, television, and web advertisements, billboards and in-store/restaurant display).

\$100.00 minimum, rate dependent on use

**ELECTRONIC/FILM:** editorial use in film, television, video, CD-ROM, & web/blog pages of each still image.

For-profit	\$50.00 per image	\$100.00 per image
Non-profit*	\$25.00 per image	\$50.00 per image

**KCRA TV FILM COLLECTION/MOVING IMAGE COLLECTIONS:** editorial use in film, television, video, CD-ROM, & web pages of moving image collections. Each order is for a minimum of 15 seconds and 1 market, and subject to a \$138.00 service fee (\$65 for non-profits). All preview and master tapes remain the property of CSH and must be returned. If the footage has not been digitized, we charge \$0.30 per foot to digitize and create a screener.

For-profit	\$17.00 per second/per market
Non-profit*	\$10.00 per second/per market