



190 Anza Street, Fremont, CA 94539 -- Image Use Policy
(Fees below are effective December 3rd, 2020)

The Washington Township Museum of Local History has an extensive historic photograph collection that is available for research and commercial use. The images are available for personal, educational and commercial use. The Museum does request a complimentary copy of all publications where the images are used.

Permission for publication is granted for one-time use and only for the expressed purpose as described in this contract. Any subsequent use or change in use constitutes reuse and must be applied for in writing to the Washington Township Museum of Local History and appropriate fees paid. Permission is limited to the applicant and is not transferable. Permission for use is not granted until all fees are paid.

Research Fee – First 30 minutes free. Additional time \$30/hr. This is for the time it takes for the person to help you research and find items in the archives. Because we are a non-profit, additional contributions are appreciated.

Production Fee for Personal Use is defined as an individual looking for a copy of an image for his or her personal/limited use and not to be re-distributed.

Fee including Internet/Reproduction Fee

\$10 per image

Small Non/Profit organizations (governmental organizations) are those that have a yearly income of less than \$25,000.

Fee including internet/Reproduction Fee

\$15 per image

Commercial or Large Non-Profit (governmental organizations) are those organizations with a yearly income of more than \$25,000. The Museum determines what constitutes commercial use.

Commercial Use Fee/Reproduction Fee

In house/education \$20 /image ... e.g. Ohlone College

Publications (newspapers/books/magazines) \$40 /image

Advertising \$125 /image

Brochures \$40 /image

Media \$40 /image

Décor \$40 /image

Trade publ. \$40 /image

Internet / Web \$40 /image

Historical Reports / \$20 /image

Citation In citing materials use the following format: "Courtesy of Washington Township Museum of Local History, Fremont, CA"

Copyright The Washington Township Museum of Local History does not hold the copyright to all of the original materials in its collections. In those cases where copyright resides elsewhere, permission for publication is given on behalf of the Washington Township Museum of Local History as owner of the physical image and is not intended or implies permission of the copyright holder, which must also be obtained by the publisher.

Exclusive Publication Rights The museum does not grant exclusive publication rights. By giving permission to publish an image, the museum does not surrender its own right to publish or to give others permission to publish it.

Special Fees Rates for other uses not listed in this schedule will be quoted upon request. All fees listed are subject to change. Reduced rates are offered to donors needing copies of materials they have previously donated.

**** Washington Township Historical Society and Mission Peak Heritage Foundation can access photos at no charge. No research fees charged. ****

**** Passport to Adventure participating non-profits AND all currently paid museum members receive a discounted rate of \$7/image up to 10 images. After 10 images, the cost is \$3/image. No research fees charged. ****

****When working with the City of Fremont, City of Newark or Union City, the museum may offer discounts on research fees and image use fees, subject to each project.****



Permission Form/Invoice for Image Use

Name of Applicant:

Mailing Address:

City, State, Zip:

Telephone:

Email:

Description of Project

Personal Small Non Profit Commercial/Large Non Profit

Nature of Project

Statement of responsibility: I certify that the information on this form is correct and I accept the conditions of use. I am authorized to enter into this agreement on behalf of the above named organization.

Signature of Applicant _____ Date _____

Use fee (if applicable): _____

Production fee: _____

Total amount of payment _____

Identification number	Title or Description

Send this form with payment to:

Washington Township Museum of Local History

190 Anza St.

Fremont, CA 94539

or email it to:

info@museumoflocalhistory.org