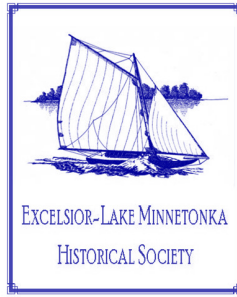


## **To Order Digital Images:**

1. Consult the Archives Services and Price list to learn more about available services and products and related fees.
2. Print and complete Image Order Form and Image Use Forms. Scan and email completed forms to [info@elmhs.org](mailto:info@elmhs.org) or send via US Mail to:

Excelsior-Lake Minnetonka Historical Society  
PO Box 305  
Excelsior, MN 55331.

3. Submit payment for images via PayPal on the Society's website or by sending a check to ELMHS via US Mail to the address above. To pay via PayPal go to <http://www.elmhs.org/membership.htm>, scroll down and select the "Contribute" button. Enter the total from the Image Order Form and follow the instructions to pay via PayPal or credit card.
4. Payment must be received by the Society before the image/s may be delivered. Please allow 10 business days for delivery. Images are generally sent during Wednesday Archive business hours.
5. Questions? Email [info@elmhs.org](mailto:info@elmhs.org) or call the Society at 952-221-4766.



## **ARCHIVES PRICE LIST**

(August 2, 2012)

### **Image Reproduction Prices**

#### **Photocopy/Computer printout:**

**.25 each** (on letter or legal size plain paper)

#### **Microfilm Printout:**

**.50 each** (on letter or legal size plain paper)

#### **Digital Scans:**

**150 ppi (JPEG):.....\$2.00 per scan**

Low resolution scans with a small file size. They are most often used when the image is displayed using a computer screen such as on a web page, Power Point presentation, school report, etc.

**300 ppi (JPEG or TIFF):.....\$5.00 per scan**

Medium resolution scans typically used for print that does not require high resolution such as desktop publishing, newspaper, reports, etc. Because the file size of these images can be large and they are not generally used for computer display.

**600 ppi (TIFF):.....\$10.00 per scan**

High resolution scans. These are used for better quality printing and publishing. The file size is very large.

**CD/DVD:.....\$5.00 per disk**

(optional - in addition to scan cost)

#### **File Type Option**

*JPEG* (Joint Photographic Experts Group) files use a compression method that enables fast loading of the images.

*TIFF* (Tagged Image File Format) is created from the raw scan and is used for high quality output and publishing.

#### **Photo Print:**

**\$2.00 each** (using ink jet printer, on photo paper)

## Image Use Fees

Possession of an image does not constitute permission to use it. The Society reserves the right to decline permission to publishers or individuals who have not complied with the conditions of use.

All fees are charged per image and are for a single use.

### Non-commercial Use

Personal Use.....	\$0
Nonprofit/Educational Use .....	\$0
Media Use (editorial) .....	\$0

### Commercial Use

Publication .....	\$15.00
Broadcast media bundle .....	\$50.00
(includes website)	
Advertising.....	\$50.00
Website .....	\$50.00
(3 year license)	
Merchandise .....	\$75.00
Public Display.....	\$15.00

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**Non-Profit:** The image(s) will be published, displayed, or broadcast by a 501(c)(3) organization. Any profit from the publication, display, or broadcast will go into the account of the non-profit organization and not to an individual or corporation.

**Commercial:** The image(s) will be published, displayed, or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation who sell goods or services.

**Public Display:** Displayed image(s) in a public environment, such as a restaurant, museum, sales office or reception area, convention or meeting.

## Research Fees

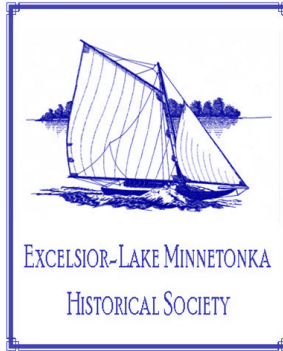
A fee is charged for research conducted for clients by Archives volunteers outside of regular business hours.

***Findings and materials will not be delivered until fee is paid.***

### Research:

**\$10 minimum** includes one hour research and five photo/microfilm copies. **\$5 for each additional half hour.** Additional photocopies and postage are extra.





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Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Title or URL \_\_\_\_\_ Date of Use/ Publication \_\_\_\_\_

**Media type:**    Book    Newspaper/Magazine    Brochure & misc. printed material  
 Broadcast    Film/Video    Advertising    Digital Media CD or DVD  
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3. Commercial users must pay the use fee in advance of receiving a permission form signed by the Excelsior-Lake Minnetonka Historical Society.
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6. If the image is still under copyright and the copyright is not held by the Society, the requestor must seek permission from the creator of the work or from the current copyright holder. The Society will provide the creator's name, if known.
7. Photographs may be cropped to suit design and layout, but they may not be altered, colorized, or drawn upon without a letter of permission in addition to this form.
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I agree to abide by the conditions above, and to pay the use fee, if applicable. Also, I have been authorized to act on behalf of the publisher. I have attached a list of the items to be used to this form.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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