



DeKalb Area Agricultural Heritage
Association

COPYING & REPRODUCTION POLICY AND FEE SCHEDULE
4/29/2013

The following policies and fees for copying and reproducing materials held by DeKalb Area Agricultural Heritage Association (DAAHA) have been established to assure the preservation of the historical records, allow reasonable copying by researchers, and provide as much service as is possible given capabilities of DAAHA. In every case DAAHA reserves the right to refuse to allow copies to be made of any particular item.

1. DAAHA Photocopies

- DAAHA staff will make photocopies of materials
- Copies cost 25¢ per page for letter, legal, 11x17" size paper (cash only, please; rate subject to change)
- Researchers are limited to 200 copies per collection per year
- We cannot copy items published over 100 years ago, or any item in fragile condition, due to the likelihood of damage

2. Distance Research

- Research requests by mail must be specific and are limited to one hour of staff research time
- Staff will not select the materials to be copied for researchers, unless special arrangements are agreed to
- Researchers requesting copies by mail will pay 25¢ per page
- Postage will be charged at the current postal rate
- Make checks payable to DAAHA
- Requests for copies should be sent to: DAAHA
111 South Second Street
Suite 204
DeKalb, IL 60115

3. Image Reproduction

Digital scans and prints from photographs, transparencies, or negatives in the DAAHA's collections will be made by DAAHA staff. All images must be scanned.

Charges are as follows :	Set Up Fee and Image Reproduction	\$2.00 each (per scan)
	Electronic Copies	\$2.00 each
	CD-ROM	\$5.00 per CD (plus \$2.00 per image)

- All images used from DAAHA should bear the credit line, "DeKalb Area Agricultural Heritage Association"
- DAAHA charges \$40 per photograph reproduced for commercial use in books, serials, exhibits, calendars, posters, and the like. An additional form and separate payment is required
- There is no extra charge for non-profit use in publications or exhibits by non-profit agencies

4. Drawings, Maps, Schematics, Posters

DAAHA does not have the facilities to provide reproductions of oversized visual materials. Researchers may bring a digital camera into DAAHA's research room **if prior arrangements are made with the staff**. A "COPY from DeKalb Area Agricultural Heritage Association" template will be provided for the researcher to place on each item photographed.

REQUEST FOR IMAGE REPRODUCTION

_____ Name			_____ Institution			_____ Date			
_____ Address*			_____ Telephone						
_____ City	_____ State		_____ Zip Code		_____ E-mail				

If requesting scans: send scans to the email address above OR send scans to: _____

Intended use of reproduction (if for profit use Permission to Publish form must be completed.):

Personal Publication Video Slide Show Exhibition Other please explain below:

DAAHA staff will help fill out this section:

Coll. #	Box	Folder	Description of item	electronic or print

Costs:

Set up fee (per scan) _____ x \$2.00 _____

Electronic Copies _____ x \$2.00 _____

CD-Rom _____ x \$5.00 _____

Total _____

Sorry, only cash or checks accepted

In requesting these reproductions and in their use I assume all responsibility for possible infringement of copyright and/or literary rights and will attempt to secure permission where required for use. Credit line should read "DeKalb Area Agricultural Heritage Association."

Signature

Date