

PLAINFIELD PUBLIC LIBRARY

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Joseph Hugh Da Rold, Library Director

REPRODUCTION USE FEE SCHEDULE

Copyright and Publication

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Services and Fees

Photographs and Postcards

Many original prints are accessible in the Local History department. Digitized images may be searched via the Plainfield Public Library web site. Original photographs and negatives are not loaned.

The following charges are made to cover to defray the cost for service and handling and to account for library staff time. Glossy prints are made unless a matte finish is specifically requested. Reproduction costs may vary depending on the format of the original image. **Please note: Reproduction fees do not include additional USE FEE.**

Photograph and Postcard Reproduction Fees:

- Color Copies of images – \$2 per page/image
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 - Research quality image – digital image available – \$2 per image
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Copies of blueprints are available by request. Original blueprints may not be loaned or removed from the Special Collections area.

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- Copies – \$5 per page (cover page with permit numbers and signatures is required)
- CD / flash drives – \$25, with unlimited number of images

Use/Publication Fees

- The Library encourages the noncommercial use of its collections for individual research and by scholarly, educational, and nonprofit organizations.
- Fees help support the care and use of the Library's collections. Additional fees may be charged for complicated projects and extensive staff time.
- User fees will be charged and must be pre-paid:
 - Noncommercial one-time use fee is \$25.
 - Commercial one-time use fee is \$200.
- Users must abide by the fee schedules and the *Condition of Use/Loan* agreement.