

OYSTERPONDS HISTORICAL SOCIETY

Photographic & Digital Images Policy

I. General

This procedure governs when and where visitors may take photographs in the public parts of the museum. It also provides guidelines for fulfilling requests for event, commercial, educational, and media filming and photography; public requests for images of collection items or images owned by the museum; and requests for permission to reproduce and publish images of collection items and images owned by the museum.

II. Visitor Photography in Public Areas for Personal Use

- A. Visitors may be permitted to take photographic images of museum exhibits, buildings and grounds for personal use.
 1. Photography is restricted to hand-held cameras. The use of flash may be restricted. The use of tripods, special lighting, extension cords and floor apparatus is permitted with permission from the curator, collection manager, or director.
 - a) Permission for visitor photography within exhibits contingent on approval of authority (director, curator, or collection manager) directly responsible for objects within the exhibit.
- B. Photography of selected objects or entire exhibits may be restricted at the request of the owner of the item or exhibit.
 1. Signs will be posted prohibiting or restricting photography at all entrances to the restricted exhibits and next to restricted items.

III. Outdoor Photography

- A. Photographs of the outside of the museum and grounds may be made without permission or restrictions on use, subject to the following conditions:
 1. Vehicles are not permitted on any sidewalks, grounds, or plazas. Vehicles must remain on paved driveways and parking lots.
 2. Vehicles, apparatus, equipment, or persons may not block traffic flow without prior permission from the museum director.
 3. Outdoor sculpture and landscaping materials such as rocks, plants, and benches, may not be altered or moved.

IV. Event, Commercial, Educational, and Media Filming and Photography

- A. Professional or media photography and filming in museum areas may be permitted. Requests for professional or media photography and filming must be made in advance, approved, and any fees paid prior to photography or filming. These requests are coordinated by the director.
- B. Photography or filming of special events, such as weddings, banquets, and symposiums may be permitted. These requests are coordinated by the director.
- C. Any photography (including television) in public areas of the museum requiring special equipment (lights, tripods, etc), access to electrical outlets, reflectors, or special accessories must be approved in advance to avoid damage to objects or the building and to minimize safety problems or inconveniences to the museum staff and the visiting public.

V. Public Requests for Images

- A. The museum may grant access to its photographic images, films, and sound recordings for academic and scholarly use upon request and approval. The museum may also grant access and limited use rights for certain commercial and promotional purposes upon request and approval.
- B. All requests for copies of images and other media, including duplicate photographs, digital scans, and born-digital images, are coordinated by the collection manager. Requests must be made in advance, approved, and any fees paid prior to the transmittal of the images.
 1. Conditions of use are as follows:
 - a. Images provided are for personal use or research only. Approval of an image request does **not** constitute permission to publish. Images provided may not be copied or distributed in any manner, unless additional permissions granted.
 - b. The Oysterponds Historical Society retains all reproduction rights for its photographic images, films, and sound recordings unless they are already in the

public domain. All images and media remain the property of the museum unless stipulated otherwise and approved by the director.

2. An image research and processing fee may be charged. These fees may be waived for non-commercial requests.

First hour	Free
Each additional hour	\$30
3. Not all objects in the collection are represented by the photo archives. It may be possible to arrange for special photography by museum staff. Any requests for new photography by museum staff will incur a minimum cost of \$75.00. The cost may rise depending on the amount of staff time required.

VI. Public Requests to Photograph Objects Not on Exhibit

- A. Permission for non-staff to photograph objects not on exhibit must be requested in advance. These requests are coordinated by the collection manager and are subject to the approval of the director.
- B. If permission is granted, a museum staff member will retrieve the item from the collection and will be present to handle and arrange the item(s) during the period of photography.
- C. The following conditions will apply:
 1. A fee of \$10.00 per hour or fraction thereof may be charged.
 2. The photographer will provide all the necessary equipment including props, special filters, and specialized equipment required by the curator to minimize deterioration to the items.
 3. Photography will be done during regular business hours of the museum, unless other arrangements are approved by the collection manager.
 4. Items may not be taken from the building without approval by the director, curator, or collection manager and photography will be done in the space available.
 5. All handling of items will be done by the museum staff member to avoid damage and no photography will be permitted that might cause damage to the item.
 6. Photographic equipment may not present a safety or security problem or otherwise interfere with normal museum activities.
 7. All requests to reproduce and publish images will be coordinated with the collection manager.

VII. Requests to Reproduce and Publish Images

- A. Requests to reproduce images owned by the museum or photographs of objects from the museum collections are coordinated by the collection manager. Requests must be made in advance, approved, and any fees paid prior to reproduction and publication.
- B. Conditions of use are as follows:
 1. Except for websites, approval will only be granted for one-time, non-exclusive use, in a single edition. Further editions or additional use rights require new permissions. Image use on a website is limited to three years unless otherwise stipulated by the museum.
 2. All published images **must carry the credit line "Oysterponds Historical Society"**. The museum may request that additional information (such as catalog number and object name) be present in the credit line.
 3. All images of museum objects **published on a website may only be published at 72 dpi** unless special permission is granted.
 4. The museum may require that an image of a museum object published on a website (with the exception of a PDF of a manuscript published online), including 3D models derived from objects owned by the museum, have attached a Creative Commons license. The museum will provide the license and the person requesting permission to publish will ensure that the license is appropriately attached to the media following guidelines given by the museum and [creativecommons.org](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license) (http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).
 5. The museum requests one gratis copy of any publication that includes a museum image.

6. No image may be modified in any way without prior written permission from the museum, including but not limited to: rotation, inversion, change of proportion, color alteration, superimposition, animation, cartooning, removal of blemishes or inscriptions, or in any other way.
 7. Use of a specific detail must be approved by the museum in writing in advance and the caption must note that a detail has been used.
 8. Images of museum objects and specimens must **not** be used to assert or imply that the Oysterponds Historical Society endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these images.
- C. The following fee schedule will be used to invoice permission to publish requests from the public:
1. *Non-Commercial Scholarly Presentations and Publications:* The museum may elect to waive the publication fee for scholarly, promotional, or other educational presentations and publications. Preparation fees may still apply for image research and new photography.
 2. *Commercial:* The museum will charge a publication fee for all commercial use of its images.

	Scholarly/Non-Profit Use		Commercial Use	
	Print Runs Over 5,000	Print Runs Up To 5,000	Print Runs Up To 5,000	Print Runs Over 5,000
Brochure/Handout	\$25	\$50	\$50	\$100
Inside of Book/Magazine/Journal	\$25	\$50	\$50	\$100
Cover of Book/Magazine/Journal	\$50	\$100	\$100	\$200
Television/Film/Video	\$50	\$100	\$100	\$200
Other Multimedia (Software, CD, etc.)*	\$50	\$100	\$100	\$150
Electronic Book/Electronic Journal	\$25	\$50	\$50	--
Website/Internet*, **	\$25	\$50	\$50	--
Exhibit (Non Web-Based)	Quote available upon request.	Quote available upon request.	Quote available upon request.	--

*Licensed materials must be protected from unauthorized downloading, transferring, copying, and manipulation of content.

**Image use on a website is limited to 3 years unless otherwise noted on the finalized Request for Permission to Publish form.