



**Historic Photograph Order Form - COMMERCIAL USE**

Yankton County Historical Society  
82 Mickelson Drive  
Yankton, SD 57078

www.meadbuilding.org  
research@meadbuilding.org  
(605) 665-3898

COMMERCIAL USE is defined as any use of a Yankton County Historical Society archive image in which the asset is marketed, promoted and/or sold; or is incorporated into a product, publication, or media-form that is marketed, promoted, and/or sold. Examples include, but not limited to, consumer merchandise, journals and periodicals, books, trade publications, advertisements, websites with paid advertising and fundraising materials.

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INTENT OF USE** (If intended use changes in any way, a new request must be submitted for approval)

\_\_\_\_\_  
\_\_\_\_\_

**IMAGE(S) SEEKING PERMISSION TO USE** (use separate sheet of paper if necessary)

<b><u>NAME</u></b>	<b><u>SIZE AND FORMAT</u></b>
_____	_____
_____	_____

**CHECK APPLICABLE STATUS**

- State                       Out-Of-State                       International
- YCHS Member               Non-YCHS Member               ASDM Member               For-Profit
- Non-Profit (proof may be required)               Government Agency               News Organization

See Fees on page 3

**Approved Images for Use:** (include accession number; use reverse side if needed)

\_\_\_\_\_  
\_\_\_\_\_

I, the requestor, agree to the conditions specified in this form and, if necessary, agree to pay a use fee in addition to charges for reproductions.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Permission is granted for the one-time use of the above listed items held by the Yankton County Historical Society.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please return signed form to  
Megan Hansen at research@meadbuilding.org or  
Mead Museum  
82 Mickelson Drive  
Yankton, SD 57078.

**FOR OFFICE USE:**  
Date Received \_\_\_\_\_  
Received by \_\_\_\_\_

## **Conditions for Reproduction & Use**

- 1) Credit for use should be given to the Yankton County Historical Society (YCHS). Credit lines should be adjacent to the images or within the “sources” or “credits” section of the publication, production or exhibition. Credit line should read “Courtesy of the Yankton County Historical Society, Photo Collection, Yankton, SD.”
- 2) Permission is for one-time use only. The Yankton County Historical Society retains all rights to the item(s) and they are to be used only for the purpose listed by the requestor. Further permission can be requested by contacting the curator of the Yankton County Historical Society/Mead Museum.
- 3) YCHS reserves the right to charge additional fees depending upon the requested usage. All fees are subject change.
- 4) The YCHS reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable items; to ensure that materials from its files are reproduced in good taste; to make special fee quotations on items involving unusual difficulty in copying; to charge a higher for than specified for a small number of rare or unique items; and to deny a request.
- 5) The requestor will provide the Yankton County Historical Society with one copy, free of charge, of the publication, no later than three months after work is published.
- 6) The YCHS reserves the right to refuse to grant permission and/or provide photographic reproduction services to publishers and individuals who have not complied with these conditions in the past.
- 7) Payment - Items will not be available until full payment has been received by the YCHS. All sales are final and no refunds will be granted.
- 8) Limitation of Liability — Requestor will hold the YCHS, and its Board of Directors, harmless from all claims and expenses arising from use of the image(s). Under all circumstances, YCHS disclaims any and all liability in connection of use of the image(s).
- 9) The YCHS reserves the right to waive use fees, on an individual basis, at the discretion of the YCHS director. Such waiver of fees can be made only upon approval of written application.
- 10) The Yankton County Historical Society owns and operates the Mead Museum.

## **Historic Photograph Reproduction Fees**

The objective of offering digital print services at YCHS is to provide patrons with quality reproductions of materials in the organization’s photo collection. Electronic scans of photographs and other materials in the museum will be produced consistent with the characteristics of the original photograph. We will not make any adjustments or manipulate the image in any way. When you are ordering scans, please indicate resolution, scan file type, and deliver method.

Scan resolution - 72 to 600 DPI (anything larger, please call 605-665-3898 for quote)

Scan File Type - TIFF, JPG, PDF

## **Research**

Research on anything related to Dakota Territory, Yankton, and Yankton County - including but not limited to people, places, and images - will be charged \$30 per hour after the first hour.

## **Deliver Method**

Files fewer than 5MB can be emailed directly unless otherwise specified. Items more than 5MB will be burned to a DVD and mailed for additional fee of \$10

## **Warning Concerning Copyright Restrictions**

The copyright law of the United States (Title 17, US Code) governs the making of photocopies of other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that use may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment would involve violation of the copyright law. The granting of permission to publish by the YCHS does not absolve users of materials from securing permission from copyright owners and payment of such additional fees as the owners may require if the YCHS does not own copyright or if the material is not in the public domain. Applications assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the photographic copy.

**Yankton County Historical Society**  
**Mead Museum**  
**Research & Reproduction Services & Fees**

**Photocopies**

8.5x11 size copy: \$0.25 for non-members/ Free for YCHS Members

11x17 size copy: \$0.50 for non-members/ Free for YCHS Members

**Research Services**

The first hour of research will determine if more information is or is not available. This is provided at no cost but a donation is encouraged and appreciated. If more information is available the researcher will notify the requesting party and ask if they want more research done. If more is requested, the cost is \$30 per hour for non-YCHS members and \$15 per hour for current YCHS members.

**Photographic Use Fees**

This applies to photographs or photographs of objects owned by the Yankton County Historical Society, Inc. All prices are per use.

**For-profit organizations, private businesses, and individuals:**

Editorial Use: In-State \$20.00; Out-of-State \$50.00

Advertising & Non-Editorial: In-State \$75; Out-of-State \$150.00

Presentation Use: In-State \$10; Out of State \$15.00

Reference & Unpublished Research: In-State donation appreciated; Out-of-State \$5.00

**Non-Profit organizations, government agencies**

Editorial Use: In-State \$10.00; Out-of-State \$20.00

Advertising & Non-Editorial: In-State \$20; Out-of-State \$50.00

Presentation Use: No Charge, donation appreciated

Reference & Unpublished Research: No Charge, donation appreciated

**Photograph Reproduction Services**

Reproductions of photographs from the Yankton County Historical Society collection — cost is depending on the size requested. Requester is required to cover cost of the print when picked by from designated photo retailer. Reproduction fees are as follows:

**Non-Member:**

Small (300 dpi or less): \$10

Large (greater than 300 dpi): \$20

Contact us for more information on larger sizes

**Members:**

Free up to 10 images

**\*\* 20% discount on use fees for 10 or more items and for any orders by a current YCHS Member**