



## FEE SCHEDULE

### PHOTOGRAPHIC REPRODUCTIONS & ORAL HISTORY TRANSCRIPTS

All requests for reproduction of materials from the collections of Holocaust Museum Houston must first be made in writing – by mail, fax or e-mail. Telephone requests will not be accepted. Reproductions of materials are provided under license agreement for purposes as indicated in writing by the user and agreed upon by the Museum. Upon receipt of a request, the **Use Agreement Form** will be sent to the requestor. Upon completion, return the form to the Museum's Registrar for approval and signature.

All fees listed here are current as of March 2009. They are non-refundable and subject to change without notice.

**Orders must be paid in advance by check or money order.**

**We cannot accept credit card payments at this time.**

**A \$25.00 Retrieval and Processing Charge may be added to requests.**

**Depending on the request, please expect a four- to six-week turnaround time.**

Cost for reproduction of materials is as follows:

Digital Imaging	300 dpi	600 dpi
JPEG file(s) on CD *	\$10.00 + postage & handling	\$20.00 + postage & handling
TIFF file(s) on CD *	\$10.00 + postage & handling	\$20.00 + postage & handling
JPEG e-mails (up to 6 MB)	Retrieval/Processing charge only	Retrieval/Processing charge only

\*CD costs are for one – Additional CDs will be \$10.00 each.

Prints from Scanned Images*	8 x 10 (or smaller)	11 x 14
Black & white	\$5.00 per print + postage	\$10.00 per print + postage
Color (400 dpi)	\$10.00 per print + postage	\$15.00 per print + postage
Scans from slides**		Not available
Scans from negatives**		Not available

\*Only materials up to 11 x 14 inches can be scanned, and all are subject to conservation approval.

\*\*Subject to conservation approval.

Oral History Transcripts	Per Transcript	Per Page
*Paper hard copy		\$.25 + postage & handling
*PDF e-mail (up to 6 MB)	\$10.00 per PDF	
*Retrieval/Processing Charge applies to all transcripts.		

**Replacement Fee may apply for loss or damage.**

Shipping options available at cost of requestor:

- Regular mail (USPS)
- FedEx
- UPS Ground



## USE AGREEMENT

### PHOTOGRAPHIC REPRODUCTIONS & ORAL HISTORY TRANSCRIPTS

Photographic reproductions of items and images, as well as transcripts of oral histories (if available), from Holocaust Museum Houston (HMH) are available for use, unless otherwise restricted. The Use Agreement sets forth the terms and conditions on which the reproductions (digital or print) may be used by the person or representative of the organization signing the agreement. The granting of rights for HMH materials is contingent on the payment of all fees and conditions set forth in this document. Payment in advance is required. Please refer to the Fee Schedule for cost and payment information. If the request is approved by HMH, a copy of this agreement will be countersigned and returned with the reproductions you have requested.

#### 1. Requestor's Contact Information:

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 2. Materials Requested (HMH Object ID # and collection name):

\_\_\_\_\_

#### 3. Intended Use of Reproductions (Check all that apply):

X	Type of Use	Additional Information
<input checked="" type="checkbox"/>	Personal	Your name:
<input type="checkbox"/>	Research	Name of institution:
<input type="checkbox"/>	Teaching	Name of institution:
<input type="checkbox"/>	Publication	Type of media, distribution and title of publication:
<input type="checkbox"/>	Display or exhibition	Location, date, duration:

4. Category of Use:  Research Only  Educational Purposes  Other \_\_\_\_\_

5. Project Description/Subject Matter: Please describe your use in sufficient detail so that HMH is fully aware of how you will be using its materials.

\_\_\_\_\_

\_\_\_\_\_

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## USE AGREEMENT

CONT.

## PHOTOGRAPHIC REPRODUCTIONS &amp; ORAL HISTORY TRANSCRIPTS

**6. The following additional restrictions or conditions apply to your use of the licensed reproductions (to be filled in by authorized HMH staff).**

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**7. General Terms and Conditions of Use**

- All communication connected with the reproduction of material held by HMH Collections should be addressed to the Registrar.
- Requests are considered only upon receipt of the Use Agreement Form fully completed by the requestor. If accepted, a copy of the authorized form will be returned to the Requestor.
- Requestor agrees to pay HMH all photographic charges, including postage and handling fees, in accordance with HMH's posted fee schedule.
- All reproductions must bear the credit line "Courtesy, Holocaust Museum Houston," unless otherwise specified.
- HMH shall retain all rights to the materials reproduced, including copyright where applicable. Should there be unresolved claims of copyright or ownership affecting these reproductions of which HMH is not aware, responsibility for resolving such claims is solely that of the user. The user further agrees to hold HMH harmless against any claims or causes of action arising from the reproduction of these items and images and to indemnify HMH for all costs or damages that may be incurred due to unauthorized use of the reproductions.
- Reproductions must not be altered by user without prior approval by HMH. Approval must be requested to HMH separately in writing and may be denied at HMH's sole discretion.
- No further copies or use may be made of materials supplied to the Requestor by HMH Collections, except solely for the purposes originally declared in the application. Additional permission is required for reuse if the image(s) are to be supplied to any other user.
- Color slides, monochrome negatives and photographic prints may not be made by outside companies or photographers for commercial purposes.
- HMH Collections may refuse further applications from a Requestor if the standard of reproduction is deemed not to be of sufficiently high quality.
- HMH Collections reserves the right to refuse any application without explanation, particularly where the interests of HMH is deemed to be compromised.
- A complimentary copy of any finished work in which the reproduction appears will be provided to the Registrar.
- All oral history transcripts reproduced are for background research only. Should a quote from the interview(s) be requested, HMH must be credited.

**I have read and understood this agreement and accept its terms and conditions.**

I am signing on behalf of (Check one):  Self  Organization

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

**Signature of authorized representative for Holocaust Museum Houston.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



## REPRODUCTION POLICY

### Museum Collections

Reproductions of materials from the Collections of Holocaust Museum Houston are provided under license agreement for purposes as indicated in writing by the user and agreed upon by the Museum. Conditions governing their use are specified on the **Use Agreement** generated by the Museum and to be signed both by the user and a representative of the Museum. The Museum Registrar is responsible for requests for materials in the collections. All requests for permission to use an image should be made in writing - by regular mail, fax or e-mail. Telephone requests will be not be accepted.

#### Submit requests to:

Holocaust Museum Houston

Museum Registrar

5401 Caroline St.

Houston, TX 77004

Tel: 713-942-8000

Fax: 713-942-7953

[library@hnh.org](mailto:library@hnh.org)

Upon receipt of a request, the **Use Agreement Form** will be sent to the requestor accompanied by the current **Fee Schedule**. The form should be mailed back to the Registrar with payment. When the **Use Agreement** has been approved and signed by the Registrar, depending on the request, turnaround time may take four to six weeks for processing.

The Museum will **not** provide reproductions of images/works controlled by the photographer or creator's copyright.