



**RIGHTS AND PERMISSIONS  
FEE SCHEDULE**

**Date Issued: December 2016**

The Western Development Museum is pleased to provide reproductions of materials from our library and photograph collections. Reproduction, shipping and handling, and user fees are listed below. Permission to reproduce materials other than for personal, research and/or educational purposes is considered under a terms of use and licence agreement.

**REPRODUCTION FEES**

**Digital Image Fees**

Low-res. (< 300 dpi, 8x10) JPEG or Tiff	\$20/image
High-res. (300 dpi, 8x10) JPEG or Tiff	\$30/image
Custom (>300 dpi) JPEG or Tiff	\$10 increments per 100 dpi over 300dpi (ex. \$60 for 600 dpi)
CD Writing	\$10/CD

**Photocopying Fees**

Black and White Copies	\$0.50/page
Colour Copies	\$1.50/page

**USER FEES**

Private/research/academic/educational/news media/and personal, non-commercial social media use	Fee Exempt
Commercial Publications (i.e. books, magazines, CD-ROMs, DVDs, calendars, advertisements, etc...)	<5,000 copies: \$75/image 5,000-25,000 copies: \$100/image >25,000 copies: \$350/image *For Non-profit organizations deduct 50%
Exhibition rights	\$150
Cover use	\$100
World rights (for electronic and online use)	Personal Use: Fee Exempt Academic Use: Fee Exempt Commercial Use: \$175

## SHIPPING/HANDLING FEES

---

Digital Image Handling Fees (fee includes email delivery)	1- 9 Images: \$7.50 10-19 Images: \$15
Photocopying Handling Fees	1-24 pages: Complimentary 25-99 pages: \$5 >100 pages: \$10
Rush Orders	\$50/order
Shipping Fees (Canada Post)	Based on Weight

### **Ordering**

- Please contact the WDM - George Shepherd Library directly by phone, email, fax, letter, or in person by appointment and provide the following:
  - Contact information
  - List of material requested including photo and/or catalogue numbers (if applicable)
  - A detailed description of your intended use(s) including: personal/private use, project title, name of publisher, print run, sale price, production date, language(s), rights required, etc...
- Some items in our collection are not suitable for reproduction. We will do our best to accommodate your request. All decisions of the WDM are final.
- Requests for licensing and user fees not listed above will be considered on a case-by-case basis.

### **Payment**

- Advance payment of fees is required. The following payment types are accepted: Cash, Debit Card (in-person), VISA, MasterCard, Discover, and AMEX. All sales are final.
- Allow 2-3 weeks for delivery. Rush orders are delivered in 5 business days or less. We will make every attempt to provide rush services.
- The fee schedule is subject to change without notice. GST of 5% will be added when applicable.

### **Permission**

- The WDM does not own the copyright to all of the materials in its collection. We will advise if the material requested requires additional copyright permissions. Users are responsible for obtaining copyright clearance where the WDM does not hold copyright.
- All reproductions are for one-time, non-exclusive use.
- Images may not be altered in any way.
- The following credit line must be applied when using WDM images: *Western Development Museum Collection, Saskatchewan, [Number]*
- Photocopied material is stamped with: "Western Development Museum. For Research or Private Study. Not to be reproduced."

***The Western Development Museum - George Shepherd Library will gratefully accept one copy of any published work in which our images appear.***