

Photo Reproduction Policy



Section	Date	By-Law Number	Page	Of
Lake of the Woods Museum	October 20, 2020	153-2020	1	4
Subsection	Repeals By-Law Number		Policy Number	
Photo Reproduction	N/A		LOWM-01-03	

Reproductions of photographs in the Lake of the Woods Museum collection will be provided subject to the following conditions:

1. The Lake of the Woods Museum reserves the right to determine which photographs may be reproduced.
2. Photographs are provided for one-time use only, unless otherwise stated.
3. The purchaser agrees to reimburse the Lake of the Woods Museum for reproductions, according to the fee schedule established by the museum.
4. The sale of photographs does not automatically include permission for their reproduction. Permission for reproduction must be obtained specifically and will be granted if the proposed use of the photograph meets with the approval of the Museum.
5. Researchers are not allowed to copy photographs using their own cameras or other equipment.
6. Photographs shall not be copied or incorporated into the collections of any archives, library, or other repository without the written permission of the Lake of the Woods Museum.

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7. Photographs shall not be retouched or altered in any way which would affect their historical or artistic integrity.
8. Photographs cannot be supplied on approval or returned for credit.
9. Advance payment is required for photographic reproductions.

Fee Schedule

10. PHOTOGRAPHIC PRINTS

Size	Fee (not inclusive of tax)
4 x 5	8.00
5 x 7	15.00
8 x 10	25.00
11 x 14	40.00
16 x 20	60.00
Negative (cost-recovery)	7.00

ARCHIVAL DIGITAL PRINTS

Size	Fee (not inclusive of tax)
4 x 5	12.00
5 x 7	20.00
8 x 10	35.00
11 x 14	50.00
16 x 20	70.00

DIGITAL IMAGE

Size	Fee (not inclusive of tax)
Any size	\$15.00

PUBLICATION FEE

\$10.00 per image per use as noted in #17

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Publication Use

11. Photographs may be ordered for research purposes and then released for publication by letter of permission after payment of the publication fee (See Fee Schedule). This permission is non-exclusive. The Lake of the Woods Museum reserves the right to reproduce the image and allow others to do so. Permission granted terminates immediately upon publication.
12. An image reproduced simultaneously in more than one medium, such as a magazine published in both paper and electronic versions, is considered a single use. If the image is used in different ways on singular or multiple platforms (to accompany an article, to advertise, on a social media platform), each use is considered a single use and a publication fee will be charged for each use.
13. Permission to publish or further reproduce material is granted for a specific purpose or occasion and does not convey or transfer copyright in the original material to the requester.
14. The researcher/purchaser assumes all responsibility under the terms of the Copyright Act for use made of images secured from the Lake of the Woods Museum.
15. Photographs from the Lake of the Woods Museum must be credited to the museum and should credit the original photographer where known.
16. If requested, the author/publisher of any publication containing an illustration from the Lake of the Woods Museum shall provide one gratis copy to the museum.

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17. A publication fee of \$10.00 per image will be charged when an image is reproduced for use in a book, magazine, newspaper, film, website, digital format or any other form of publication, except in the following instances:

A publication fee will not be charged for:

- Non-profit or educational use.
- Use by local magazines, newspapers, television.

Commercial Use

18. A fee of \$50.00 per image will be charged for the use of Lake of the Woods Museum photographs in advertisements, or on items for re-sale such as coffee mugs, postcards, t-shirts, posters, etc. (the Product). Purchasing an image for commercial purposes gives the purchaser a non-exclusive license for their specific project, in all global jurisdictions, all languages, and all media. Permission granted terminates immediately upon production of the Product.

19. Solely in connection with the marketing and distribution of the Product, the applicant may use the image on the packaging of the Product and in any advertisement, product catalogues, publicity or promotional use.

Review

20. The Photo Reproduction Policy shall be presented by the Director to the Museum Board for review at a minimum of every three years.