

**LOCAL HISTORY/SPECIAL COLLECTIONS
PHOTOGRAPHIC DUPLICATION POLICY**

Local History provides a photo duplication and digital imaging service for the convenience of our patrons. The fees and requirements which govern this service are updated frequently. Contact the division for current pricing.

*Photographs may be used once only for the purpose stated in this agreement's "Statement of Intended Use." Additional permission must be obtained for subsequent or different use.

*Photographs may not be transferred into other hands for reproduction, redistribution or use in any other enterprise. Refer requests back to Local History for permission.

*Published or exhibited photographs must display the credit line: **ALEXANDRIA LIBRARY, LOCAL HISTORY**

*You must obtain permission from the owner to publish a copyrighted photograph.

*We supply prints, not negatives.

*You may duplicate photographs in Local History with your own photography equipment with permission of the staff. Such duplication is subject to the same user fees as professional duplication.

Image Use Fees (Fees are subject to change without notice)

Personal, not-for-profit (per image)	\$ 10.00
Commercial use (per image)	\$ 25.00
Advertising use (per image)	\$100.00

Reviewed 1/05