



Libertyville Historical Society Image Use Policy

The Libertyville Historical Society charges a fee to use pictures from its collection. The funds we collect cover the society's costs for duplicating the pictures, the long-term care of the original historical materials, and for operation and promotion of the society.

All fees are in U.S. dollars and are for a single use of the digital scan we provide. The images stay the physical property of the Libertyville Historical Society and may not be used, loaned to, or transferred to anyone without the permission of the society. Possession of an image from the Libertyville Historical Society does not constitute permission to use it.

Common types of usage are listed below along with the fee for that type of usage. "Use" indicates each instance of an image appearing in *any* of the following:

- In print publications such as books, brochures, flyers.
- On web pages, blogs, E-books, & all types of electronic publications.
- In advertising.
- In video/film/television
- Being projected or exhibited.

Personal Use

Materials for personal use may be used for reference or research purposes or private display only. Private display includes display in a private home or private office. It does *not* include display in sales or reception areas and other public areas of offices or businesses. If you plan to use the image(s) for publications, exhibition, or other public or commercial use, select a different use category.

Members of the Libertyville Historical Society: \$10 per image

Non-members: \$20 per image

Educational Use

The image(s) will be used by a teacher in the classroom and/or used by students in an educational project. Fees are usually waived. Please contact the Libertyville Historical Society with a description of the usage.



Personal Publication Use

This use covers family histories and other such projects created by an individual for limited publication: a printing of 25 or fewer copies, or for electronic display on a personal or family-related page, or for personal or family-related exhibition.

Members of the Libertyville Historical Society: \$15 per image

Non-members: \$25 per image

Non-Profit Use

The image(s) will be published, displayed, or broadcast by an IRS-certified [501(c)3] nonprofit organization. Any profit from the publication, display, or broadcast will go into the account of the non-profit organization and not to an individual or corporation. Proof of status must be supplied if requested by the society.

Members of the Libertyville Historical Society: \$30 per image

Non-members: \$40 per image

Commercial Use

The image(s) will be published, displayed, or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation who sells goods or services. It also includes display in sales or reception areas and other public areas of offices or businesses.

Members of the Libertyville Historical Society: \$40 per image

Non-members: \$50 per image

Re-Use

50% of first use fee

The Libertyville Historical Society can accept payment by cash or check or credit card via PayPal.

Individual requests are subject to review by the society. Any exceptions to the above fee schedule must be approved by the Libertyville Historical Society Board.

Revised December 2, 2014