



PHOTO RESEARCH & USE RATES

There are two types of visual materials requests you can make at the South Carolina Historical Society. The first is for research of the SCHS archives, which contain over 40,000 images, for a specific request. The second type of request involves the purchase of SCHS photographs for the purpose of publication or personal use. Please submit requests to:

Email: jane.aldrich@schsonline.org

Post: The South Carolina Historical Society
 Attention: Visual Materials
 100 Meeting Street
 Charleston, SC 29401

Fax: 843-723-8584

I. PHOTOGRAPHIC RESEARCH

Description of photographic research request: (use additional sheet as necessary)

Image of (i.e. person, place, location):	Time-frame:	Additional information/details

There is no guarantee that images will be located, and in some cases, the SCHS archives may not contain relevant images. When finished researching, SCHS staff will either mail photocopies of the images or email/ship low-resolution scans of the images to the patron in order for them to make their selections. Once the request is received, you will be advised of the availability of images requested, time frames, and any specific charges involved.

Photographic Research Fees			
		Member	Non-Member
Initial Fees (per 30 minutes of research)		\$35	\$50
photocopies		\$0.35	\$0.40

* in some cases, it is necessary to burn the images to a CD and mail it out. The cost per CD is \$2 (as many images as possible will be placed on the CD). The patron pays for shipping of the disk or is free to pick up the item at our office.

II. PHOTOGRAPHIC USE

To obtain a high resolution scan please consult the following guidelines:

Fees for Private Use:		
Scan (for originals up to 11x14 in.)*	each	\$30
photographic copy-prints	4X6 inches	\$15
	8x10 inches	\$25
Fees (per image) for Publication:		
Scan (for originals up to 11x14 in.)*	each	\$30
Profit-based ventures**	each	\$100
Non-profit**	each	\$75
World rights	each	\$35

*To receive a price quote for irregular sized scans or prints, please contact SCHS archival staff

**If a patron uses five or more images in a single project, a discount of 20 percent will apply to the use fees.

To obtain permission to **publish** an SCHS image, please submit the accompanying "Visual Materials Permission to Publish" form located on the SCHS website. All images must be properly credited with the citation "From the Collections of the South Carolina Historical Society".

Clearance of any copyright that may exist on a visual image, particularly for commercial purposes or publication, is the responsibility of the user. Users are responsible for determining what rights may exist and in whom those rights are vested. Failure to honor existing restrictions on use can result in liability for copyright infringement.

Thank You!

Your Contact Information:

name _____ email _____

address _____ phone _____

city _____ state _____ zip _____

Method of Payment: _____ Check _____ Credit Card (Visa/MC/AmEx/Disc)

Credit Card Number _____ Expires _____

Name as on Card: _____

Signature: _____ Date: _____

I hereby agree not to reproduce or publish any material from the visual material collection of the South Carolina Historical Society without written permission.

SIGNED: _____