

California Historical Society Special Collections and Archives

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1. REQUESTS TO REPRODUCE ITEMS

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For example:

Description/title: Letter from James Hall to Loring & Co. 1854

Collection name: Faxon Dean Atherton family papers, MS 4129

Digital image (if available): CHS1111.111

2. FEE SCHEDULE

	Commercial use	Non-commercial/ non-profit use*
Reproduction fee per image (existing scan, 300 dpi)	\$65	\$20
Reproduction fee per images (new scan, 300 dpi)	\$75	\$25
Reproduction fee per images (custom scan over 300 dpi)	Please inquire	Please inquire
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Reproduction & licensing fees for film footage	\$60 per second, with a minimum charge of \$200 per order	\$30 per second, with a minimum charge of \$200 per order
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*non-profit refers to an organization able to demonstrate 501C(3) not-for-profit status.

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- Many of CHS’ special collection materials are still within copyright. While the library owns the physical objects in its collections, in the majority of cases CHS does not own the intellectual content. CHS cannot grant or deny permission to publish or distribute material whose copyright it does not hold, or materials deemed to be in the public domain. Please note that copyright law protects published as well as unpublished materials.
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- CHS will try to provide patrons with information regarding the holders of copyright for materials in their collections. Please note that often this information is not on file and CHS does not have the resources to conduct copyright research for patrons. In such cases, it is the patron's responsibility to attempt to locate the copyright holder. CHS can not guarantee the accuracy of any rights holder information, and shall not be responsible for any inaccurate information.

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[Identification of item, date]; [Collection name]; [Call number]; [box number, folder number]; California Historical Society.

E.g. Letter to Ernest Besig, November 1945; American Civil Liberties Union of Northern California records, MS 3580; box 61, folder 1560; California Historical Society.

OR

Courtesy, California Historical Society, [digital ID #]

E.g. Courtesy, California Historical Society, MS 3580_008

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7. FORMS AND CONTACT INFORMATION

- To place a reproduction for images or AV files, please submit the **Reproduction Request Form** by email to dkaufman@calhist.org or by mail to: Reproductions, California Historical Society, 678 Mission Street, San Francisco, CA 94105.
- Advance payment on all orders is required. Please allow two to four weeks once payment is received for regular orders; larger or complex orders may take longer

8. LINKS TO ADDITIONAL INFORMATION ABOUT COPYRIGHT

Copyright law of the United States

<https://www.copyright.gov/title17/>

Copyright Law and the Public Domain in the United States

<https://copyright.cornell.edu/publicdomain>

Copyright and unpublished material

<https://www2.archivists.org/publications/brochures/copyright-and-unpublished-material>

Fair use

<https://www.copyright.gov/fair-use/more-info.html>

How to Investigate the Copyright Status of a Work

<https://www.copyright.gov/circs/circ22.pdf>

Orphan Works

<https://www.copyright.gov/orphan/>

9. FAQs

Why don't you own the rights to the images in your collection?

CHS's mission is to inspire and empower people to make California's richly diverse past a meaningful part of their contemporary lives. Part of realizing that mission is to make our collections accessible to the public through our research library and our digital library.

In the majority of cases in the past, copyright and other rights were not transferred to CHS at the same time as the physical item was donated. In many instances, a donor was unable to transfer copyright as the collection was made up of a variety of items that the donor did not themselves own rights to. Even though we do not own the rights to many of the materials, we feel it is important to share these historical documents with the people of California and the world in a way that supports and encourages private study, scholarship and research.

I have a deadline, can I pay for a rush order?

We do not have the resources to provide rush service. Please allow two to four weeks once payment is received for regular orders; larger or special orders may take longer.

The item I want scanned is larger than 12.5 x 17.5 inches. Can I scan it myself or pay to have it sent to an outside vendor?

All patron reproduction requests are fulfilled by our reproductions department. Items larger than 12.5 x 17.5 inches are unable to be scanned in-house. CHS is unable to accommodate individual requests to have materials from our collection sent to an outside vendor for scanning.

I am a textbook publisher. Do I need to get permission to use an image from CHS's collections?

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I want to use one of your images in my book and my publisher requests that CHS sign a release form. Will you sign it?

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