



MAP/ARCHITECTURAL DRAWING
DIGITIZATION FEES

All scanning of oversize material from the collection of the Georgia Historical Society is outsourced and supervised by GHS staff. **The availability of oversized materials such as maps or architectural drawings for digitization and reproduction is based on the condition and size of the item.** Images can be saved in TIF or JPG formats. Resolution is 300 ppi.

Digitization Fees	GHS Members	Non-Members
Standard fee per item	\$135	\$165

PRE-PAYMENT IS REQUIRED FOR ORDERS TO BE PROCESSED.

Sales Tax: If order is to be picked up at the Georgia Historical Society, Chatham County tax of 6% will be added.
Shipping & Handling: \$10.00 USPS, \$35.00 for overnight courier service. Note: State tax of 6% must be added to all orders shipped within the state of Georgia.

Rush Orders: For 24 hour rush service (available for orders of 5 scans or less) there is a \$300 flat fee. For 5 day rush service (available for orders of up to 5 scans) there is a \$150 flat fee. *Rush service is dependent upon staff availability.*

Use Fees: Use fees apply. See schedule of use fees (over).

Turn-Around Time: Allow 20 working days for each order.

THE PURCHASE OF SCANNED IMAGES DOES NOT CONSTITUTE PERMISSION TO PUBLISH.
PERMISSION MUST BE OBTAINED IN WRITING.

The documents in this collection are for historical research purposes only. Georgia Historical Society neither endorses nor approves the accuracy of the documents included in this collection. Georgia Historical Society has not reviewed the documents for compliance with any applicable engineering or building code requirements and disclaims any responsibility to do so. Georgia Historical Society further disclaims building code compliance, structural integrity, and/or engineering soundness of any structures depicted in documents in this collection. Further, the documents do not constitute as-built drawings or survey documents. Georgia Historical Society disclaims any liability for the use of and/or reliance on the documents in this collection, for any purpose unrelated to historical research, including without limitation rebuilding or altering structures depicted in the documents.

The architect/engineer of this structure, and the respective heirs and assigns, assume no liability for the use of the documents included in this collection. These documents are not as-built drawings or surveyed documents; they are for historical research purposes only.

Effective March 1, 2006

Price list is subject to change

VISUAL MATERIALS USE FEES FOR
COMMERCIAL OR NON-PROFIT USE

Use in any public medium of Georgia Historical Society visual materials requires written permission from the Georgia Historical Society. A fee will be charged for each image used. These fees are separate from, and in addition to, image reproduction charges. Fees for orders using multiple images *may* be negotiable. Prior to the use of our materials, a completed *Permission Application* must be received by the Visual Materials Archivist. Upon review, a *Letter of Permission to Publish* will be issued by the Georgia Historical Society, granting specific rights. All responsibility for questions of copyright is assumed by the user. A copy of any publication, video, or computer software using images from the GHS collections must be donated to the Georgia Historical Society. *All fees are subject to change.* A credit line with each image should read: *Courtesy of the Georgia Historical Society*, plus the collection number.

Out of State status is determined by the location of the transacting person/organization. The location of third parties in Georgia does not validate the usage of in state prices.

Print Media/Editorial (includes textbooks)	In Georgia	Out-of-state
<i>Commercial Use</i>		
Black & white - Circulation: 2,999 or less	\$40	\$50
3,000 to 7,499	\$50	\$75
7,500 to 29,999	\$150	\$300
30,000 to 99,999	\$300	\$600
100,000 or more		requires negotiation
Cover jacket surcharge	\$100	\$200
Color surcharge	\$25	\$50

Non-profit organizations receive a rate of 15% off the rates above (copy of exempt certificate required).

Other Commercial/Non-profit Use (requires written request)

Commercial Advertising/Merchandising	requires negotiation
Commercial Business display or exhibit	requires negotiation
Non-profit Advertising/Merchandising	requires negotiation
Non-profit Business display or exhibit	requires negotiation

Television (15% discount for non-profits)

Local markets, one-time use	\$50	\$75
Local markets, with repeats	\$100	\$150
Network/syndication/pay/cable, one time use	\$200	\$300
Network/syndication/pay/cable, with repeats	\$400	\$600

Video (15% discount for non-profits)

Sales/rentals (regardless of format)	\$100	\$200
--------------------------------------	-------	-------

Computer Software/CD-ROM (15% discount for non-profits)

CD-ROM only	Same fees as print media (see above)
CD-ROM with multiple formats	Add 50% to print media fees above

World Wide Web

Commercial	\$400	\$600
Non-profit	\$150	\$300

Other uses

Student (student ID required)	see staff	see staff
Print news media	no fee	\$50

Fees are per image, one-time use only, and permissions are issued for the life of the project unless otherwise noted. Worldwide Rights.

Failure to comply with these conditions, copyright restrictions, and proper image credit will result in legal penalties, including fines starting at \$1,000.