



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

Digitization Fees

All scanning of material from the collection of the Georgia Historical Society is completed by GHS staff. Eligibility for item scanning is based upon the condition and size (up to 11X17 inches) of the item. Images can be saved in Tif or Jpeg formats. Resolution range is between 72 and 2000 ppi. If no format or resolution is specified, images will be saved in Tif/IBM and scanned at 300 ppi.

<u>Digitization Fees/Discounts</u>		<u>GHS Members</u>	<u>GHS Non-members</u>
Standard Resolution fee per image	\$25	\$40	
High resolution fee per image (greater than 300 ppi.)	\$40	\$55	

Excess Image Discount - for scan requests in excess of 6 or more images, a 5% discount (excluding taxes and service charges) will apply to your order.

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 7% will be added.

Shipping & Handling: \$10.00 USPS, \$35.00 for overnight courier service. Note: state tax (7%) must be added to all orders shipped within the state of Georgia. Orders of one (low resolution) image can be emailed for no additional charge; however Georgia state tax will still apply.

Rush Orders: For 24 hour rush service (available for orders of 5 scans or less) there is a \$150 flat fee. For 5 day rush service (available for orders of up to 10 scans) there is a \$75 flat fee. Rush service is dependent upon staff availability.

Use Fees: Use fees apply. See schedule of use fees.

Turn-Around Time: Allow 20 working days for each order. Orders in excess of 15 scans may require additional turn-around time.

The Purchase of Scanned Images Does Not Constitute Permission to Publish.
Permission Must Be Obtained in Writing.

For more information, please contact the Georgia Historical Society Library and Archives staff at ghslib@georgiahistory.com or 501 Whitaker Street, Savannah, GA 31401.

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		
Commercial Use		
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

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