

Long Island Collection Reproduction Policy

1. Permissions and Selections

- a. Reproductions from the Long Island Collection may be purchased **subject to approval**. Scans may be provided in JPEG, PDF, or TIFF format; reproductions are scanned at 300 dpi. The Long Island Collection reserves the right to deny or limit reproduction requests.
- b. **Patrons are responsible for their choices for reproduction.** Visiting the collection is encouraged but not required. In some cases, the librarian may provide remote reference to help patrons narrow their choices; nevertheless, many items are part of larger collections and may only be located through on-site searches.

2. Use and Credits

- a. Patrons may **only** use reproductions for the use or uses **approved; future uses require additional permissions. The Long Island Collection Librarian will NOT sign forms provided by the purchaser.**
- b. Photographic reproductions may NOT be re-sold nor may the purchaser charge someone else for the use of the reproduction. Other persons or organizations interested in using the reproductions must contact the Long Island Collection to request and secure permission for use.
- c. Scans and other imaging become the property of the Long Island Collection and may be used in digitization projects of the Long Island Collection or in cooperation with other libraries and non-profit organizations.
- d. Images must be credited: **Courtesy of the East Hampton Library, Long Island Collection.** If published, please notify the Long Island Collection when the publication is available. If possible, a free copy of the publication should be donated to the Long Island Collection.

3. Charges and Timelines

Please see the fee schedule for specific charges. The Long Island Collection is not responsible for the quality of the final product or for reproductions that are requested but not used. Prices are subject to change. Once a request is submitted, **approval may take 24 hours to a week. Reproductions may take two days to two months.**

If you wish to submit a reproduction request, you may inquire in the Long Island Collection, download the form, or call 631-324-0222 x 4.

Long Island Collection Reproduction Fee Schedule

Scans from the Long Island Collection will be charged as follows:

\$10.00 per image/side for **original** scans (TIFF) **provided on compact disc** (CD).

\$5.00 per image/side for **copy** scans (TIFF) **provided on compact disc** (CD).

JPEGs and PDFs are free and will be sent by e-mail. If the patron specifically requests a JPEG or PDF on a CD, there will be a \$1.00 charge for the disc.

Patrons requesting reproductions on CD will pay for any related shipping charges.

Any and all payments will be made before materials will be released.

Money collected will support the digitization activities of the Long Island Collection.