

Image Collection & Sales Policy
Historical Society of Amherst, N.H.
(Updated 3/10/05)

1. PURPOSE. The Society desires to make the historical images in its collection as publicly available as possible, especially to historians, researchers and genealogists. This policy is designed to achieve that goal while at the same time provide for safeguards to ensure that the images that the Society owns are not reproduced and re-sold by others for profit (e.g., through publication in a book, postcards, calendar, CD photo album, etc.).

2. IMAGE COLLECTION. The Society's collection of images falls into several broad categories:

a. Original historical photographs. These are typically one-of-a-kind original photographs of people, places and/or buildings in Amherst.

b. Original historical postcards. These are typically original postcards, some of which are rare, and were either mass-produced (i.e., printed) or developed in small batches (i.e., real photographs).

c. Stereo view cards. These are typically either one-of-a-kind or very rare stereo views of Amherst places and/or buildings.

d. Glass slides. These are one-of-a-kind photographs developed on glass and which relate typically to one Amherst family.

e. Digital images collected from private individuals. These are digitally scanned images of photographs or postcards that have been borrowed by the Society from private individuals for the purpose of capturing and archiving the image. It is important to note that the Society does not own the image—the image is owned by the person who possesses the original photograph, postcard, etc. These images have been gifted to the Society, so the Society may reproduce and sell these images, but it should not allow them to be published without the original owner's permission.

f. Digital images collected from public institutions. These are digitally scanned images of photographs that have been purchased by the Society for the purpose of capturing and archiving the image. It is important to note that the Society does not own the image—the image is owned by the institution that possesses the original photograph, postcard, etc. The Society cannot reproduce or sell these images and it cannot allow them to be published. All requests for copies of such images need to be referred to the institution from which they were acquired.

g. Photographs of archival and object collections.

3. IMAGE REPRODUCTION.

a. Location of images. All images in the collection of the Society are in the process of being digitized and catalogued in the PastPerfect program. Low resolution digital files are stored in the PastPerfect program; high resolution images are stored on two hard drives of the Image Curator's computer with a back-up on DVD-R stored in the Society's safe deposit box at the Bank of New Hampshire, Milford, N.H. Original photographs, postcards, etc. are stored in archival polyester sleeves in storage boxes at the Chapel Museum.

b. Access to images. To minimize handling of the original photographs, etc., persons interested in browsing the image collection should go to the Society Web site at www.hsanh.org.

c. Reproduction of images. The Society does not have the resources to make printed copies of images as a matter of course. The Society does have the ability to make copies of the digital files of images to a CD-R and to save them in a variety of formats.

d. Quality of images. The digital images are typically scanned in a "raw" state without enhancement or re-touching. The Society does not have the resources to provide re-touching services. The purchaser of any images must recognize that many of the images are of poor quality and were scanned from small photographs. Although scanned at a high resolution, there is no guarantee that the image will reproduce well on paper to sizes larger than the original medium.

e. Sale of images. The Society may sell copies of images for a fee. The purpose of the fee is to cover the costs of maintaining the image collection (i.e., archival supplies, software, media supplies, future purchase of a computer for storage, etc.). See attached Image Reproduction Order Form.

4. CONTROLS.

a. Recognition of copyright. All purchasers of images shall be required to sign a statement affirming that they understand that the image is provided for their personal use only and is not to be reproduced for commercial purposes. See Image Reproduction Order Form.

b. Permission to publish. Any purchaser who desires to publish an image shall be required to complete an application seeking permission to publish the image and shall pay the appropriate fee. See Application for Image Publication and Fee Schedule for Image Publication.

5. ADOPTION & AMENDMENT. This policy, and any amendments thereto, must be reviewed and adopted by majority vote of the board of directors.