

Using/ordering photos on Alaska Digital Archives from ARLIS

If you have found materials from Alaska Resources Library and Information Services (ARLIS) on the Alaska's Digital Archives site and are interested in obtaining copies or using them for any purpose, you will need to [contact](#) ARLIS for citation requirements, permission and information on costs and availability. Please include: 1) the item identifier number or numbers, 2) how you intend to use the image or document, and 3) the type of duplicate you need. If you are seeking a scan, please provide the file type and resolution you require. ARLIS librarians will be happy to assist you with your request, calculate costs, and determine which forms you will need to complete. The request form is located at

www.arlis.org/docs/vol2/photo-orders/Photo_Request_Form.pdf

Please read the section below on copying for more information on copy policies and fees.

Policies

Conditions of use for photo reproductions:

- Reproductions are for one-time use only and may be used only for the use approved by ARLIS and ADF&G.
- ARLIS must be contacted for permission before reproductions are used for any other purpose than the approved use.
- Reproduction and commercial use fees may apply.
- ARLIS may refuse reproduction requests for materials to which we do not own copyright. Limitations on copying/reproducing some records are dictated by law (privacy, copyright, etc.), collection restrictions, institutional regulations, department policy, or the condition of the records.
- Reproductions used in any publication or quoted in any work must include the proper citation provided by ARLIS.
- If reproductions are published, a copy of the publication must be provided to ARLIS upon completion.
- Reproductions may not be deposited in any other archives, manuscripts repository, or library or transferred to any other individual or organization
- Digital images made for online use will be limited to low-resolution images at 72 ppi.
- Watermarks may be included on digital images at the discretion of ARLIS and must not be removed.

Required Citation:

All approved uses of the reproduced photograph must state the following required citation:

Alaska Department of Fish and Game Historical Photograph Collection, 1950-1991, Alaska Resources Library and Information Services, on behalf of Alaska Department of Fish and Game.

Copying of materials for publication or exhibit

Those researchers wishing to publish photographs, audio/visual materials, and other materials from those collections posted on the Alaska Digital Archives, must have the written approval of ARLIS to do so. All usage of reproduced, copied, or quoted material must use the citation provided by ARLIS.

Permission to publish materials from the collections of ARLIS, when approved, is granted for one-time, nonexclusive use. ARLIS reserves the right to deny any request if the intended use is contrary to the purpose of our program.

Reproduction and Use Statement

Regardless of whether a researcher plans to publish the requested materials, he or she will need to fill out and sign a Reproduction and Use Statement. The Reproduction and Use Statement outlines our policies regarding the use of our reproductions and provides users with the required citations for the reproductions they are requesting. This form also indicates whether or not ARLIS holds copyright to the requested materials and acknowledges that the researcher is responsible for obtaining permission from copyright holders other than ARLIS.

Note: the Reproduction and Use Statement must be signed before any reproductions will be made available for download.

Fee schedules

Reproduction fees

Note: Mailing fees will apply to any hard copy orders (including cd/dvd) not picked up in person at ARLIS.

Scanned photograph (specified ppi): delivered electronically	\$25.00
Scanned photograph on CD – additional price for CD & case	\$5.00
*Scans of original materials larger than 8 ½ x 11" may be subject to additional charges. Please consult the ARLIS for more information.	Variable

Shipping, Handling, and Rush Orders

Shipping type	Fees
Mailing and Handling Charges (per mailing: USA and Canada)	\$10.00
Mailing and Handling Charges (per mailing: International) - Consult ARLIS for more information.	Variable
Rush Projects: Some rush projects may result in additional vendor fees, costs that will be passed on to the researcher. Consult ARLIS for more information.	\$20.00

Commercial use fees

Items used for commercial purposes (including printed materials, websites, exhibits, and audiovisual productions) may be subject to the following commercial use fees:

Book, exhibition catalog, monograph	Interior/cover	\$50/75
E-book	Interior/cover	\$75/\$100
Magazine, journal, newspaper	Interior/cover	\$50/75
Brochure, newsletter, flyers, non-magazine/newspaper advertisement, etc.	Non-profit/commercial	\$50/\$100
Video/Film broadcast (still image for single-use production)	Non-profit/commercial	\$50/\$100
Video/Film broadcast (still image for multi-use production)	Commercial	\$200
Posters	Non-profit only	\$150
Online/electronic media		\$100