



## REPRODUCTION AND USE POLICY AND FEES

All image requests must be made in writing (e-mail, mail) including a description of the image(s) you want, intended use and your requested turnaround time. Please provide tax ID # for non-profit pricing. Orders may take two weeks from the time the request is made.

### REPRODUCTION FEES\*

PHOTOCOPIES (letter or legal)     \$.10/page

### DIGITAL SCANS:

Images are at least 300 dpi for an 8 ½ x 11 image. All digital images are provided as .jpeg files unless otherwise requested (.tiffs can be provided).

Existing digital image:             \$20 for-profit/\$10 non-profit

New digital photo/scan:           \$40 for-profit/\$20 non-profit

Labor fee:                             first half-hour is free, \$20.00/hour after that

\* Historic Red Hook members and academic researchers (students and teachers working on school projects, presentations, theses, dissertations and/or academic publications) receive a 50% discount.

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