



## Copyright Policy

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The graphics, photographs, and text from the above-mentioned publications and web sites are copyrighted and redistribution or commercial use is prohibited without express written permission.

Requests for reproduction and/or redistribution may be submitted in writing using the attached form Request for Photographic Materials and Application for Reproduction Rights.

You may print (but not redistribute) images or information from our Web site for non-commercial, personal or educational purposes only. The user assumes all risks of copyright infringement.

### General Terms and Conditions for Reproduction Rights

Requests for photographic material, limited to the collections and buildings of Mission San Luis, must be received in writing.

Permission is granted only for one usage in one publication, one edition, and in one language. Additional language editions and subsequent editions will be considered upon the receipt of application. Mission San Luis will not grant exclusive reproduction rights for any work in the collection. Applicants must complete the Request for Photographic Materials and Application for Reproduction Rights form and the Permission for Reproduction contract.

Mission San Luis, in its sole discretion, reserves the right to deny permission to any applicant whose product is not acceptable to Mission San Luis or the Florida Department of State for any reason, as well as to refuse permission for further applications from a publisher if, in its opinion, acceptable standards of reproduction, care of materials, or professionalism have not been maintained.

Permission to reproduce is premised and conditioned upon payment of the fees involved prior to publication. Failure to pay the required fees means permission has not been granted. When paid, the invoice, together with the completed contract, constitutes official permission for reproduction.

Fees for photographic materials and usage on the Fee Schedule are subject to change without notice.

Mission San Luis prohibits duplication of photographic materials provided.

Reproduction is permitted only from materials supplied from Mission San Luis.

Slides, negatives, and/or prints may not be made by outside companies or photographers for commercial purposes without the prior written consent of Mission San Luis.

Color reproductions require approval of a color proof that must be accompanied by the original transparency.



## Fee Schedule for Reproduction Rights for Commercial and Non-Editorial Use

### **Photographic Material and Reproduction Fees**

Costs of photographic and digital materials include interior, one time, reproduction rights in editorial, scholarly, and educational contexts. Additional usage fees are applied if images are used as cover, frontispiece, or chapter dividers, or as non-editorial, decorative illustrations. Price is per image.

Photograph, slide, or digital file for interior reproduction	\$100.00
Photograph, slide, or digital file for other reproduction	\$500.00
Photograph, slide, or digital file for online use	\$500.00

### **Postage and Shipping Fees**

Domestic/Foreign-Regular Mail	\$3.00/\$5.00
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Overnight or other Expedited mail charges will be billed directly to requester's account number.

### **Additional Fees** (any of the following fees are added as applicable)

New b/w photography fee	\$300.00
New color photography fee	\$300.00
Duplication of transparency fee	\$100.00

- Requests within the state of Florida will be charged 7.000% sales tax, except when a tax exempt form is provided with the order.
- Processing may take between four to eight weeks. Rush services are available at a 200% surcharge of the cost of the entire order. These services will be rendered within seven to ten working days after payment is received.
- Payment of the full balance must be made prior to materials being sent out.
- Payment from outside the United States must be made by money order or a check drawn on a U.S. bank.
- Negotiations for receipt of in-kind products will be made at the time of application.
- Reproduction fees for non-editorial products [i.e., posters, calendars] will be determined on use, distribution, and retail price by quotation, and will be considered after a written proposal has been submitted to Mission San Luis.

Mission San Luis  
Heidi Edgar  
2100 West Tennessee Street  
Tallahassee, FL 32304  
Phone: 850-413-8448  
Fax: 850-921-8230  
Email: hedgar@dos.state.fl.us



## Fee Schedule for Reproduction Rights for Non-Profit Editorial Use

### **Photographic Material and Reproduction Fees**

Costs of photographic and digital materials include interior, one time, reproduction rights in editorial, scholarly, and educational contexts. Additional usage fees are applied if images are used as cover, frontispiece, or chapter dividers, or as non-editorial, decorative illustrations. Price is per image.

Photograph, slide, or digital file for interior reproduction	\$25.00
Photograph, slide, or digital file for other reproduction	\$50.00

### **Postage and Shipping Fees**

Domestic/Foreign-Regular Mail	\$3.00/\$5.00
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Overnight or other Expedited mail charges will be billed directly to requester's account number.

### **Additional Fees** (any of the following fees are added as applicable)

New b/w photography fee	\$70.00
New color photography fee	\$85.00
Duplication of transparency fee	\$55.00

- Requests within the state of Florida will be charged 7.000% sales tax, except when a tax exempt form is provided with the order.
- Processing may take between four to eight weeks. Rush services are available at a 200% surcharge of the cost of the entire order. These services will be rendered within seven to ten working days after payment is received.
- Payment of the full balance must be made prior to materials being sent out.
- Payment from outside the United States must be made by money order or a check drawn on a U.S. bank.
- Negotiations for receipt of in-kind products will be made at the time of application.
- Reproduction fees for non-editorial products [i.e., posters, calendars] will be determined on use, distribution, and retail price by quotation, and will be considered after a written proposal has been submitted to Mission San Luis.

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## **Request for Photographic Materials and Application for Reproduction Rights**

**Date:**

**Name:**

**Company:**

**Address:**

**Phone/Fax/Email:**

In order to process your request for photographic images of the objects listed below, complete this application form and return it to Heidi Edgar, Mission San Luis 2100 West Tennessee Street, Tallahassee, FL 32304 or fax it to 850-921-8230 or email Heidi Edgar at [hedgar@dos.state.fl.us](mailto:hedgar@dos.state.fl.us) to begin processing request.

**1. Format of image(s) requesting:**

**Black and White:** 8x10" Photograph / 5x7" Photograph / Slide (not for reproduction) / Digital image

**Color:** Slide (not for reproduction) / Digital image

**2. Specific Use of Photography Requesting:** Non-Profit / Commercial

**3. Requesting Photography for:** Reproduction-Publications/ Research purposes only

**4. Request for use in:**

**Title:**

**Author:**

**Publisher:**

**Language:**

**Date of Publication:**

**Type of Publication:**

**Number of Copies:**

**5. Rush services requested (includes a 200% surcharge):** Yes / No

(Standard processing may take four to eight weeks; rush services guarantee images in seven to ten days.)

**6. List specific photograph(s) to be used:** (If in a publication, also list page number):

**7. Overnight mail services preferred:**

Carrier:

Account Number:

**8. Fees (you will be invoiced for fee amount based on request).**

**9. Signature of Applicant:**

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I have read and agree to *the General Terms and Conditions* set forth by Mission San Luis Rights and Reproductions policy. I certify that I have full authority to enter into this agreement.

Signature of Approval- Mission San Luis

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