



Visual Materials: Research & Reproduction Request

Email: celeste.wiley@schsonline.org

Post: The South Carolina Historical Society Archives
205 Calhoun Street, 3rd Floor
Charleston, SC 29424
Attention: Visual Materials

VISUAL MATERIALS RESEARCH

1. Upon receiving your request, you will be advised of the availability of images requested, time frames, and any specific charges involved. SCHS staff will conduct about 30 minutes of research at no charge. After the initial 30 minutes, a research fee applies.

Please be aware that there is no guarantee that images will be located, and in some cases, the SCHS archives may not contain relevant images.

2. When finished researching, SCHS staff will either mail photocopies of the images or email low-resolution scans of the images to the patron. Please note the schedule of fees below.

3. To obtain permission to **publish** an SCHS image, please submit the accompanying “Visual Materials Publication Request” form located on the SCHS website. Separate publishing fees apply.

VISUAL MATERIALS FEES

| | Member | Non-Member |
|---|-----------------------|------------------------|
| Research Fees | \$35.00/per half hour | \$50.00/ per half hour |
| Photocopies/low-resolution scans | \$0.35 each | \$0.40 each |
| High-resolution Scan (for originals up to 12x17 in.) for Private Use* | \$30.00 each | \$30.00 each |
| Photograph (for object) for Private Use** | \$35.00 each | \$35.00 each |
| CD of scans*** | \$2.00 each | \$2.00 each |

*To receive a price quote for irregular sized scans or prints, please contact SCHS archival staff.

**If a patron uses five or more images in a single project, a discount of 20 percent will apply to the use fees.

*** In some cases, it is necessary to burn the images to a CD and mail it out. The cost per CD is \$2 (as many images as possible will be placed on the CD). The patron pays for shipping of the disk or is free to pick up the item at our office.

Visual Materials Research Request: (use additional sheet as necessary)

| Image Type (ex: person, place, location) and Time Frame (ex: 19 th century) | Requested Research Time | Additional information/details |
|---|-------------------------------|--------------------------------|
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Clearance of any copyright that may exist on a visual image, particularly for commercial purposes or publication, is the responsibility of the user. Users are responsible for determining what rights may exist and in whom those rights are vested. Failure to honor existing restrictions on use can result in liability for copyright infringement.

YOUR CONTACT INFORMATION:

Name: _____ **Email:** _____
Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip:** _____

(If Applicable)
METHOD OF PAYMENT (circle one): **Check** **Credit Card (Visa/MC/AmEx/Disc)**

Credit Card Number: _____ **Expires:** _____

Name as on Card: _____

Signature: _____ **Date:** _____

I hereby agree not to reproduce or publish any material from the visual material collections of the South Carolina Historical Society without written permission.

SIGN AND DATE: _____