

Photograph Reproduction and Use

If a reproduction of a photograph from the library print or online collections is desired, then arrangements for photo reproduction must be made through the library. All photo reproduction costs plus a processing fee of \$15.00 per request will be the responsibility of the patron.

If the photo you desire is still in print form then the library will scan images for a small fee as outlined below. This scanning fee does not apply to students, faculty, or staff of Eastern Oregon University. Scanned images will be emailed to the patron.

Once you have obtained a scan of a photograph from our collections, or have downloaded an image from our website, you will require formal permission to use it for anything other than classroom use, student projects, personal display, or research. Examples of projects requiring formal permission include publication, broadcast, commercial display, websites, etc. To obtain permission to use the photographs in applications such as these please apply in writing using this [email form](#). The request must include a description of the proposed use, the print run if applicable, and the catalog number for each image.

Once you have submitted your written request, you will receive notice granting you permission to use the image in your project, and will be billed by EOU Library for any applicable use fees. Use fees, outlined below, apply to the use of a reproduction in print, film, video or digital format, and are assessed in addition to photo reproduction costs. The fees cover use only in a single project; no other rights.

The fees below are in addition to the \$15.00 processing fee for photograph requests.

Lower fees may be negotiated for the use of large numbers of images.

Use in for profit Printed Materials (books, journals, newspapers, calendars, etc.)

Number of Copies	Cost
Under 1,000	None
1,000–4,999	\$12.00 per photo
5,000–9,999	\$25.00 per photo
10,000–49,000	\$35.00 per photo
50,000–100,000	\$100.00 per photo
Over 100,000 circulation	\$250.00 per photo

Use in non-profit Printed Materials

Number of Copies	Cost
Under 1,000	None
1,000 – 4,999	\$8.00 per photo
5,000–9,999	\$10.00 per photo
10,000–49,000	\$25.00 per photo
50,000–100,000	\$75.00 per photo
Over 100,000 circulation	\$175.00 per photo

Advertising & Promotion

Intended Distribution	Cost
Local distribution	\$30.00 per photo
Regional distribution	\$50.00 per photo
National distribution	\$100.00 per photo
International distribution	\$150.00 per photo

Broadcast film or television

\$150.00 per photo

Commercial decorative display

11" x 14" and under = \$15.00 per photo

16" x 20" and over = \$20.00 per photo

Cost of Scanning

1 to 3 photos = \$5.00 per photo

4 or more photos = \$3.00 per photo