

TWIN FALLS PUBLIC LIBRARY PHOTOGRAPHIC COLLECTION POLICY

Circulating & Non-Circulating Materials:

Most 8x10 mounted prints, the 5x7 prints, and the positive and negative 35-mm slides are available for seven-day checkout.

General Reference (GR) Mounted Prints are for **In Library** viewing only and do **not** circulate.

All archival materials including the glass plate negatives will be held secure and used only to make replacement copies or for special uses approved by the Library Director.

Copies:

The Twin Falls Public Library Photographic Collection, except for the GR Mounted Prints, may be copied. (Use of the General Reference (GR) Photographs from other agencies is controlled by those agencies. TFPL will not copy GR photos. Requesting copies of these photos from other agencies is the sole responsibility of potential users.)

In Library Print Copies: Scanned images up to 8x10 are available on copier paper (15¢) or glossy photo paper (\$1).

In Library Digital Copies: Images up to 300 dpi (jpeg, tiff, etc.) are available on CD (\$1) or by email.

If copies are for public or commercial use see Commercial or Public Use below (commercial or public use is any use other than personal home use).

For requests up to 15 images, please allow at least 10 working days for copies to be made. An order form is attached.

Print and CD copies may be picked up at TFPL or mailed (\$1.50). All orders are done at cost and must be prepaid.

Requests of more than 15 images or images at higher resolutions will be considered on a special request basis and terms will be negotiated.

Copyright:

Users assume all responsibility for questions of copyright that may arise in copying and the use made of the photographic copy. The Library will provide all available information about particular items in the photographic collection.

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The Declaration of Commercial or Public Use must be filled out on the attached Order Form. This form will be signed by the Library Director/Asst. Director if commercial or public use meets all criteria in this Collection Policy. Failure to comply with all conditions will result in revocation of use of privileges and denial of photographic collections services.

The photograph must be properly credited when used. The following is the basic credit required:

- Twin Falls Public Library, Photograph Number (In TFPL Photo Collection), and the photographer's name, if known.

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