



99 Main Street, Haverhill, MA 01830

SPECIAL COLLECTIONS

Policies pertaining to Permission to use Materials

Anyone requesting permission to duplicate and use photographs and any other unique materials located in the Special Collections Department for non-personal use must complete a "Permission to use Materials" form and submit it for approval by the Director of the Haverhill Public Library and/or Board of Trustees.

Researchers may begin their research immediately but must wait for approval before making scans of the materials.

Researchers agree to pay the fees associated with scanning Special Collections material as outlined by the Board of Trustees.

The exact charge for scans associated with range prices in the following fee schedule will be determined and agreed upon in the "Permission to use Materials" form.

Researchers will pay associated scanning fees at the end of every research day.

Proposed Fee Schedule

Local cultural institutions/organizations	No Charge
For personal use	50¢ per scan
For publishing on a narrow scale (Print run of between 1 - 10,000)	\$1.00 - \$10.00 per scan
For publishing on a broad scale (Print run of 10,000+)	\$10.00 - \$50.00 per scan
For use by a business	\$50.00 - \$100.00 per scan
For use as an advertisement	\$100.00 - \$500.00 per scan