



200 East Washington Street, Charles Town, WV 25414 • 304-725-8628 • jeffcomuseumwv.org

Image Reproduction Fees and Policies

Fees

The Jefferson County Museum is a non-governmental, nonprofit museum dependent upon fees and donations to meet operating expenses. Fees help cover the costs of cataloging, preserving, storing, and digitizing the museum collection and do not pay for any rights to the image or content.

The fees below apply to both photographs and archival materials.

Type of reproduction	Fee (7% tax added to all fees; 4% added for credit/debit card payment)	
Digital	\$10/image of existing image \$15/image if item has not been digitized	Sent by email, CD, thumb drive (Extra charge for CD and thumb drive)
Prints of digital images 4" x 6" 5" x 7" 8" x 10"	\$5 \$8 \$12	Postage and handling fees \$4 for up to 10 prints \$8 for more than 10 prints
Photocopies (8½" x 11" only) Black and white Color	\$0.35/page \$0.50/page	Postage/handling fees \$4 for up to 10 pages \$8 for more than 10 pages

Policies

1. Fees are subject to change without notice.
2. Payment is due before work begins. (For a photocopy request, the museum will estimate the time required and reimburse or bill for overcharges or undercharges, respectively.)
3. The museum does not reproduce entire published works, entire manuscript collections, bound manuscripts, newspapers, maps, or certain fragile or sensitive materials.
4. The museum reserves the right to decline or limit requests for reproduction and to charge an extra fee for orders over 15 images, rush orders, and special requests.

5. Students (with valid IDs) and West Virginia non-profit organizations (with proof of non-profit status) receive a 50% discount (except for shipping/handling fees).
6. At the discretion of the museum director, fees may be waived for those organizations with which the museum has reciprocal relationships.
7. Providing a digital image does not convey permission to use the image for public purposes (e.g., publishing, internet posting, exhibiting, decorating a public space).

September 22, 2018