

HSP rights and reproductions fee schedule

Last updated March 2023.

Reproductions

High resolution images

HSP provides high-resolution digital images of our collection material. These files are 300/600ppi, 24-bit color, uncompressed TIFFs, which are suitable for publications, exhibitions, or documentaries.

High-resolution TIFF	\$25/image
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Reference images

HSP also offers imaging in lower resolution formats for reference purposes. We can provide lower-resolution PDFs, created with our digitization equipment, or cell-phone-camera quality JPEGs. For small reference imaging requests, please utilize our [Quick Search Service](#), which allows up to 30 minutes of research time.

Low-resolution PDF	\$2.50/image
Cell-phone-camera quality JPEG	\$1/image

Service fee for new imaging

There is a per-order service fee for all rights and reproduction requests that include new imaging based on item size and photography requirements. Requests with large items that require special photography will be charged our Oversize digitization service fee.

Digitization service fee	\$35
Oversize item digitization service fee	\$45

Microfilm

Scans of entire reels of microfilm are outsourced to a vendor that produces images in PDF format. The fees for partial scans of microfilm follow the same fee schedule as other collection material.

First reel	\$175
Additional reel(s)	\$150

For digitizing entire reels, contact IMR Digital.

\$220 for first reel (\$100/HSP fee + \$50IMR/reel+\$45 IMR thumb drive + \$25 IMR shipping); \$150/reel after first (our fee is \$100/reel + IMR costs: \$50/reel).

Audiovisual

Rights and Reproductions is capable of digitizing some audio formats in-house, limited to CD, cassette, and 1/4" reels. All video and select audio formats will be outsourced to a third-party vendor at HSP's discretion. We do not provide physical copies of audiovisual material. These requests are rare, and not currently advertised on our website. Fees for outsourced requests are negotiated based on vendor prices.

Audio/visual digitization service fee	\$60
WAV / MOV file	\$45/file

Project rates

See project rates in R&R projects folder (<Q:\Projects\Project Forms and Resources\Budget planning>).

HSP Member rates

HSP Members receive 10% discount from order total.

Scan cap

To maintain a manageable workload for staff, and to ensure that the access needs of all patrons are met as quickly as possible, there is currently a cap of 300 scans for all new digitization requests. If you require more scans than the cap allows, please place a new request upon completion of your previous order.

Permissions and licensing

HSP provides permissions for use of digital copies for various purposes, not limited to publication, exhibition, and broadcasting. Patrons interested in permission to use digital files for such uses or otherwise must contact Rights and Reproductions for a usage agreement and an estimate of usage fees.

Usage fees are in addition to HSP's reproduction fees and are single use only. All usage fees are **per-image**.

Publication (world rights)

Publication fees are based on the number of images, publication format, and size of print run. Publications may include books, journal articles, and other published material in print. Patrons seeking permissions to publish HSP images in electronic formats should refer to our fee schedule for electronic media. Newspapers or ephemera have

their own separate fee schedule. Authors who are responsible for their own image fees but are publishing with a commercial press are offered the non-profit rate.

Commercial

Tier 1: Up to 5,000 units	\$100.00
Tier 2: 5,001 - 15,000	\$150.00
Tier 3: 15,001 - 25,000	\$200.00
Tier 4: 25,001 - 50,000	\$250.00
Tier 5: 50,001 - 100,000	\$300.00
Tier 6: 100,001 +	\$400.00

Non-Profit

Tier 1: Up to 1,500 units	waived
Tier 2: 1,501 to 5,000	\$50.00
Tier 3: 5,001 to 15,000	\$75.00
Tier 4: 15,001 to 25,000	\$100.00
Tier 5: 25,001 to 35,000	\$125.00
Tier 6: 35,001 +	\$150.00

Ephemera/Newspapers

This category includes printed material that is intended to be used only for a short period of time. It includes pamphlets, leaflets, newsletters, posters, etc. Newspapers in print also fall under this category. Newspapers in electronic formatting are covered in the Electronic Publication category.

Commercial

Tier 1: Up to 1,500 units	\$25.00
Tier 2: 1,501 to 5,000	\$50.00
Tier 3: 5,001 or more	\$100.00

Non-Profit

Tier 1: Up to 1,500 units	waived
Tier 2: 1,501 to 5,000	\$25.00
Tier 3: 5,001 or more	\$50.00

Electronic Publication

Electronic publications include e-books, online journals, online newspapers, and subscription databases. If a publication is in both print and electronic formats, then both fees are applied.

Commercial

Electronic Publication	\$50.00
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Non-profit

Electronic Publication	\$25.00
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Cover Art

Images used as cover art for publications have a surcharge on top of the regular print or electronic publication licensing fees. Cover art fees are applied even for publication with print runs under 1500.

Commercial

Cover Art	\$100.00 additional
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Non-profit

Cover Art	\$50.00 additional
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Film and Television (world rights):

Film and television includes documentaries, podcasts, online streaming or embedded video and/or audio. Distribution fees of media or digital files cover all media formats.

Commercial

Broadcasting / online streaming	\$50.00
DVD/Blu-ray/Digital downloads	\$50.00

Theatrical release	\$50.00
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Non-profit

Non-profit broadcasting / online streaming	\$25.00
Non-profit DVD/Blueray/Digital downloads	\$25.00
Non-profit Theatrical release	\$25.00

Exhibitions and public displays

Exhibitions include physical and online exhibits. Publications promoting exhibitions, such as pamphlets and other ephemera, are charged the associated publication fees in addition to the exhibition fees.

Exhibition promotional images used in public displays (banners, posters, etc.) are also negotiated separately through the Advertisements fee schedule.

Commercial

Temporary exhibit (2 years or less)	\$75.00
Permanent Exhibit (2 years+)	\$100.00

Non-profit

Temporary Exhibit (2 years or less)	\$25.00
Permanent Exhibit (2 years+)	\$50.00

Websites

This category includes personal, professional, and institutional websites, and non-subscription databases. Online publications (newspapers, online journals, etc.) should refer to the electronic publication fee schedule.

Commercial

Website	\$50.00
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Non-profit

Website	\$25.00
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Advertisements

Licensing fees to use images in advertisements are negotiated on a case-by-case basis. Please submit a ticket through the R&R ticketing system and select 'Advertisement' from the list of licensing options, and provide details relating to the nature of the advertisement.

Commercial/non-profit

Advertisements	To be negotiated
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Educational uses

HSP does not require special permissions to publish images of collection material in dissertations, class lectures, or presentations. We do ask that the following credit line be used alongside the image: Collection of the Historical Society of Pennsylvania. All educational use is non-commercial. Any resulting publication, exhibition, or distribution uses that do not qualify for the educational rate will be charged standard usage fees.

Social Media

HSP does not require special permissions to publish images of collection material on social media platform. We only ask that the following credit line be used alongside the image: Collection of the Historical Society of Pennsylvania.

Permission to quote or transcribe

If you wish to quote or cite HSP collection materials, no formal permissions are needed. Patrons should cite materials according to the following format: Item name. Collection name [collection number]. The Historical Society of Pennsylvania. If you wish to publish a full transcription of an item in HSP's collections, you must sign our usage agreement and provide HSP with a copy of the transcription. There are no usage fees for permission to transcribe.

Material under Copyright and Fair Use

While HSP owns the material in its collections, we do not necessarily possess the copyright of each object. Users are responsible for obtaining permissions and providing proof to publish reproductions of collection material under copyright. For users interested in requesting reproductions of copyrighted material for research purposes only, HSP will make an assessment based on the Fair Use doctrine. If the use of a reproduction exceeds that of Fair Use, users are liable for infringement of copyrighted material.