



GERMANS FROM RUSSIA

GRHC

HERITAGE COLLECTION

# **Duplicating, Reproducing, and Publishing Policy**

2018

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## Duplication Services

The [NDSU Libraries' Germans from Russia Heritage Collection \(GRHC\)](#) offers several methods of duplication for its holdings. All requests for duplication services can be made in person, by telephone, or by email.

For a fee, the GRHC provides duplicates of photographs, documents, audio and published material in its collections. Any such manipulation of these materials is subject to the standard copyright restrictions of [Title 17, U. S. Code](#).

The duplication process, costs, and fees are highlighted below.

**Delivery time:** Standard delivery time is usually within one week of receipt of order. Larger orders may require more time. Contact the GRHC if your needs are less than one week. Additional charges will apply for rush orders.

**Payment:** When a copy request is received, a reply will be sent with a price quote. GRHC staff will then have patrons make a payment by telephone or by using the NDSU Marketplace, a secure on-line credit card payment system. Once confirmation of payment has been received by the GRHC, fulfillment of the order will take place within five business days. Patrons will receive a confirmation e-mail stating that the payment has been received.

Should patrons prefer to not pay by credit card, a prepayment is required by check or money order made out to "NDSU Libraries", and mailed to: Germans from Russia Heritage Collection, Libraries, NDSU Dept #2080, PO Box 6050, Fargo, ND 58108-6050. Please obtain a price quote prior to sending a prepayment.

**Right of refusal:** The GRHC reserves the right to refuse to duplicate items in its collections due to condition or restrictions imposed by donor agreements or copyright.

**Reference Services:** Due to limited staffing and time constraints, the GRHC is not able to conduct extensive research for patrons.

## Photograph Duplication Policy

All digital reproduction must be done through the GRHC. All digital reproductions made are for personal reference use only and possession of a digital reproduction does not constitute permission to publish it. The term "to publish" includes, but is not limited to: print, film, video, slide presentation, television, computer or other electronic media, Web and exhibit formats. To publish a reproduction from the GRHC a "Permission to Publish" form must be completed, signed, and approved (see Photograph Permission to Publish Policy below). In requesting to reproduce materials from these collections, the requester agrees to indemnify and hold the GRHC and its staff harmless and free from liability for acts of the requester in any action involving infringement of the rights of any person or heirs and descendants under statutory copyright. A descriptive record will be provided for all digital reproductions that includes all known identifying information. The GRHC reserves the right to refuse to grant permission

and/or to provide reproduction services to publishers and individuals who have not complied with these conditions. Use fees may be waived for North Dakota newspapers and North Dakota news and documentary projects, affiliated historical societies, and in-state publications produced by non-profit organizations. The digitization fee still applies. The worldwide, multiple uses, in perpetuity for a single project fee allows for the use of an image for advertisement, presentations, web and other formats, as long as it relates to the same project. Any future reissuing of the same project are included in this fee and resubmission of the Permission to Publish is not necessary.

## **Photograph Permission to Publish Policy**

The GRHC "Permission to Publish" form must be completed listing items used and for what purpose. The requester's signature indicates understanding and agreement with the use conditions and fees assessed. Credit must be given to the NDSU Libraries' Germans from Russia Heritage Collection, as appropriate, and to the creator of the item, if known. The specific credit line will be given on the descriptive information provided with the digital image. Permission to publish is for one-time use only. The GRHC will retain all intellectual property rights to the items. Reproductions are to be used only for the purpose stated on the permission form. The term "to publish" includes, but is not limited to, print, film, video, slide presentation, television, computer or other electronic transmission, Web and exhibit formats. The GRHC reserves the right to limit the number of digital copies made; to restrict the use or reproduction of rare or valuable items; to ensure the use of material from its files is reproduced in good taste; to make special fee quotations on items unusually difficult to copy; and to deny a request because of copyright regulations, privacy rights, or donor-imposed restrictions. The requester is responsible for securing any necessary permission from the creator of the work or heirs, if known. The creator's name will be provided, if known. In requesting permission to publish materials from these collections, the requester agrees to indemnify and hold the GRHC and its staff harmless and free from liability for acts of the requestor in any action involving infringement of the rights of any person, heirs, or descendants under statutory copyright. The worldwide, multiple uses, in perpetuity for a single project fee allows the use of an image for advertisement, presentations, Web and other formats, as long as it relates to the same project. Any future reissuing of the same project are included in this fee and resubmission of the Permission to Publish is not necessary. In some cases a courtesy copy of the publication will be requested for the archives.

Click here to view the [Permission to Publish](#) form.

## **Copyright and Fair Use**

The GRHC also adheres to legal and ethical issues and policies relating to duplication and publishing, including but not limited to: copyright, property rights, and intellectual rights. The GRHC abides by the copyright law of the United States, as well as the copyright policy of the NDSU Libraries. Under specific conditions of [Title 17, U. S. Code](#), the institutions, like the

GRHC are authorized to provide duplications and reproductions of materials. Patrons must be aware that anything other than “fair use” may be subject to copyright infringement.

For more information about copyright and fair use, visit the NDSU Libraries’ [Copyright and Fair Use](#) guide.

## Interlibrary Loan

Materials from the GRHC are not available through Interlibrary Loan. Please contact the GRHC for information about acquiring copies of materials.

## Photocopies

Photocopies are allowed for most manuscripts, books, photographs, etc. All photocopies must be performed by GRHC staff. Consult staff if photocopies are desired. The fee for photocopies is 30 cents per exposure. The GRHC does not allow photocopies from books available for purchase.

## Digital Copies

Photograph print reproduction service is not available. Reproduced photographs and other items are made in digital format. Digital copies will be sent as an e-mail attachment or can be mailed on a CD (shipping and handling charges will apply). Copies will be sent in JPEG format, unless otherwise specified. Items, primarily photographs, are normally scanned at a higher resolution with at least 4000 pixels on the long side, unless otherwise specified.

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|   |                          |
|---|--------------------------|
| Delivered in JPEG format, approx. 4000 pixels on the long dimension | \$15.00 per digital file |
|---|--------------------------|

## Reproduction Use Fees

One-time only, non-exclusive for all types of uses. The reproduction use fee is in addition to the digital copy fee of \$15. Non-profit organizations are not charged a usage fee for up to 5 images; additional images will be charged the in-state usage fee.

| Type of Use   | In-state/non-profit | Out-of-state      |
|---|---------------------|-------------------|
| Publishing or exhibit (print or electronic); websites | \$15.00 per image   | \$50.00 per image |

|   |                    |                    |
|---|--------------------|--------------------|
| Broadcast or video  | \$15.00 per image  | \$50.00 per image  |
| Commercial decorative display   | \$15.00 per image  | \$50.00 per image  |
| Advertising   | \$15.00 per image  | \$50.00 per image  |
| Worldwide, multiple uses, in perpetuity for a single project; textbooks | \$100.00 per image | \$100.00 per image |

## Copy Fees

| Type of Copy                    | Fee                                    |
|---------------------------------|--|
| Photocopies                     | 30 cents (letter & legal) per exposure |
| Digital copy of audio cassette* | \$15.00 per cassette                   |

\*Only entire audio cassettes are digitized, we do not provide segments of the original.

## Shipping and Handling

Unless otherwise arranged by the customer, items will be sent via USPS mail. Additional charges will apply for rush orders.

| Delivery Method | Base Charge | Per Additional Item Charge |
|-----------------|-------------|----------------------------|
| US Mail         | \$10.00     | \$2.00                     |
| Canada          | \$25.00     | \$4.00                     |
| International   | \$35.00     | \$4.00                     |

## Contact Information

For any questions on ordering, shipping costs, fees, etc., please contact:

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Germans from Russia Heritage Collection  
Libraries  
NDSU Dept #2080  
PO Box 6050  
Fargo, ND 58108-6050  
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E-mail: [Jeremy.Kopp@ndsu.edu](mailto:Jeremy.Kopp@ndsu.edu)

The Germans from Russia Heritage Collection is located in room 114 on the first floor of the North Dakota State University Library, 12th Avenue North and Albrecht Boulevard, Fargo, N.D. Parking is available north of the NDSU Library; call the GRHC for more information.

The GRHC is open 8 a.m. to 4:30 p.m., Monday-Friday.  
Summer hours 7:30 a.m. to 4:00 p.m., Monday - Friday.