



Brick Store Museum Archives & Collections Research and Usage Policy

The mission of the Brick Store Museum (hereafter, the “Museum”) is to ignite personal connections to local history, art and culture through exhibitions, education and programs celebrating the human experience in the Kennebunks and our surrounding communities. We do this in a variety of ways, including sharing access to archival images and historic collections, and providing research undertaken by staff and volunteers.

We must ensure the preservation of history, art and culture at the Museum is sustainable, while also making these pieces of history accessible to our community.

We are proud to preserve these materials for public consumption into the future. By following the usage rules below, you will help us achieve the balance between preservation and overuse.

Policy Sections:

1. Conducting Research
 - a. Archives visit
 - b. Requested staff research
 2. Reproduction & Licensing
 3. Fees for Use
 4. Rules for Use
-

CONDUCTING RESEARCH:

We look forward to helping you discover your history! Whether you are planning a visit to the Archives, or requesting information from far away, we look forward to helping you.

Visiting the Archives:

- Before visiting, please contact Leanne Hayden, Collections Manager, with your inquiry. This will give us a good idea of what you are looking for, and how much we can help. Leanne can be contacted via email: lhayden@brickstoremuseum.org.
- Please make an appointment to visit the Archives. Visitors are not allowed to visit the Archives without a staff member present. *Without an appointment*, we cannot guarantee immediate assistance, as mission-related programs take precedence.
- Research in the Archives is free for 30 minutes of preliminary staff time (for non-Members). After 30 minutes, researchers may utilize the Archives for a flat-fee of \$15, or, they can become a Museum Member, to properly acknowledge staff time dedicated to your project. If you are not sure how much time you'll need, please discuss this with the Collections Manager when scheduling your appointment.
- Allowed:
 - Digital scanning: bring a zip drive or provide an email address to receive your images. *See Fees for Use.*
 - Photography: bring your own camera
 - Printed reproductions (excluding oversized documents): *See Fees for Use.*
- Not allowed:
 - Pens or markers of any kind (always bring a pencil with you).
 - Researchers are not permitted to remove any original document from the Archives at any time.
 - Research without an appointment.

Requested Staff Research:

We have the ability to send most materials via email. Museum staff and volunteers will research your requests and respond in a timely manner. Time involved: 30 minutes of exploratory research and correspondence is complimentary. If our initial research shows extensive results, we will let you know our time estimate to complete your project. *See Fees for Use.*

REPRODUCTION & LICENSING:

Image reproduction permission may be granted by the Brick Store Museum for scholarly or arts-related commercial use. *Some images in the Museum's collections may be protected by copyright or other intellectual property rights. Additional permission may be required.* All image requests, regardless of their intended purpose, must be submitted via email.

All requests must be made via a Reproduction Request Form (included in this packet), or through Leanne Hayden, Collections Manager, via the preferred method of email: lhayden@brickstoremuseum.org; or phone: (207)985-4802.

Approved requests for the commercial reproduction of an image will receive a *Licensing Agreement* detailing all fees and conditions of use for the image. Upon receipt of both the signed contract and full payment, the Museum will provide the image.

A complimentary copy of the published material *must be provided* to the Museum at the following address:

Brick Store Museum
Attn: Registrar
117 Main Street
Kennebunk, ME 04043

FEES FOR USE:

Copies and scans are provided to Brick Store Museum Members at no charge (except for use in Commercial Publications). All fees are determined at the discretion of the Brick Store Museum and may be changed without notice.

Copies

- Black and White Copies \$0.15 per page
- Color Copies \$0.25 cents per page

Prints (does not include scans, below)

- Printed Photographs (8.5 x 11 cardstock) \$2.00 per image (personal use only)
- Printed Photographs (11x17 cardstock) \$3.00 per image (personal use only)
- Shipping determined based on weight

Scans (fees only apply if a digital file does not already exist)

- Personal Use \$1.00 per page
- License/Permission Use* \$5.00 per page

*Publication Permissions & Licensing

Fees are waived for dissertations, theses or class presentations. Re-use rate for all uses is 50% of original cost. Bulk pricing (30% discount) applies to 4 or more images. See *Licensing Agreement* for more information on Commercial Use.

Books	Nonprofit	Commercial
Less than 500	\$10.00	\$25.00
500 – 2,000	\$15.00	\$35.00
2,000 – 5,000	\$25.00	\$50.00
5,000 +	\$35.00	\$70.00
Cover	\$60.00	\$150.00
Electronic	\$10.00	\$25.00

Journals	Nonprofit	Commercial
Less than 2,000	\$5.00	\$10.00
2,000 – 5,000	\$10.00	\$20.00
5,000 +	\$20.00	\$30.00
Cover	\$50.00	\$100.00
Electronic	\$5.00	\$10.00

Magazine/Newspaper	Nonprofit	Commercial
Less than 2,000	\$5.00	\$10.00
2,000 – 5,000	\$10.00	\$20.00
5,000 +	\$20.00	\$30.00
Cover	\$50.00	\$100.00
Electronic	\$5.00	\$10.00

Website	Nonprofit	Commercial
Temporary (under 1 year)	N/A	\$50.00
Permanent	\$30.00	\$100.00

Décor (office, restaurant, etc.)	Nonprofit	Commercial
	\$15.00	\$45.00

Research

- Archives Research Visit (*with appointment*):
 - Up to 30 minutes Free
 - After 30 minutes \$15 flat fee (free to Members)
- Requested Staff Research (Long-Distance)
 - Up to 30 minutes Free
 - After 30 minutes \$15 per hour (free to Members)

RULES FOR USE:

If you are requesting staff research time OR images for contribution toward a publication, article, commercial printing, etc., you *must* acknowledge the source of your information as: *Brick Store Museum, Kennebunk, Maine*. Failure to properly acknowledge the source of information may exclude you from future Museum permissions or assistance.

Definitions of Use:

- The definition of “personal use”: your item cannot be used for any commercial purpose. It can only be used in its original form for your personal enjoyment.
- The definition of “commercial use”: any reproduction or purpose that is marketed, promoted, sold, or incorporates any financial transaction.

Any permissions granted by the Brick Store Museum are for a one-time use only. Brick Store Museum must receive a credit line in all publications.

The Commercial publication fee applies if the image is used in any book, pamphlet, brochure, poster, film, slide presentation, exhibition, or any other form of publication.

NOTE: Imminent publishing deadlines cannot always be accommodated, as the Museum must prioritize its own mission-related work first. Please provide at least two-weeks’ lead time for your request to be fulfilled.