



## **The Canadian Ski Museum/Le Musée Canadien du ski**

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## **REPRODUCTION USE POLICY**

Materials from the Canadian Ski Museum collection can be reproduced for use in publications, websites, displays, interior decorating, advertisements, retail products or film and television productions, governed by the following policy.

The Canadian Ski Museum reserves the right to determine what and how materials within its care can be used and to levy fees for use. Because the Canadian Ski Museum is a non-government, charitable organization we must charge a licensing fee for use of images from our collection, this is a means of sustaining our programs and collection.

### **I. Client Obligations**

#### **Reproduction Order Form**

- Clients must begin by filling out a *Reproduction Order Form* detailing their contact details, the material they would like to reproduce, intended use and any other relevant information.

#### **Conditions of Use Agreement:**

- Clients wishing to use reproductions obtained from the Canadian Ski Museum are required complete a *Conditions of Use Agreement*.
- Once the request has been processed by the Canadian Ski Museum, the client will receive a copy of the request with permission in writing for use of the specific material or a statement of refusal with the reasons for the decision. Please allow minimum of 1 week for the application review.

#### **Use Fees:**

- Use fees outlined in the following document indicate fees for use of the image and do not include fees associated with printing/production or shipping costs.
- The fees refer to the transmission of an electronic image and do not include any printing/reproduction or shipping costs - which are the sole responsibility of the client.

#### **Shipping**

- Shipping costs are the responsibility of the client and cannot be determined until completion of order.
- Unless specified, the Canadian Ski Museum will use their regular courier services.
- If you have specific shipping preferences, please detail these on your *Reproduction Order Form*.

#### **Payment**

- A deposit of at least 50% of the total order cost is due at time of placement.
- Please note that this deposit is non-refundable.
- Remaining balance must be paid upon pick-up of order or prior to shipping.
- The Canadian Ski Museum accepts cheque, cash, VISA and MasterCard.
- It is the responsibility of the individual or organization identified under CLIENT NAME on all Reproduction documents to pay all fees, regardless of whom they represent or act on behalf of.

#### **Rush Orders**

- Please note that the reproduction of museum and archival materials is a specialized area. As such, we must take time to produce quality reproductions.
- If you have specific time restrictions, please detail these on your *Reproduction Order Form* so that we can assess if it is possible to reproduce the material within your given requirement.

## II. Categories of Use

### **Category 1 Uses: Research Purposes**

Includes:	<ul style="list-style-type: none"><li>▪ Personal research or study (except website see category 2).</li><li>▪ Research by students, academics, research specialists, government, educational institutions, or like organizations.</li></ul>
Application:	<i>Reproduction Order Form</i> required. <i>Conditions of Use Agreement</i> required.
Use Fees:	Do not apply.

### **Category 2 Uses: Commercial Reproductions**

Includes:	<ul style="list-style-type: none"><li>▪ Publication (e.g. book, magazine, etc.)</li><li>▪ Multi-media (e.g. newspaper / newscast, broadcast film or video, sound tape or CD, educational CD-ROM, web version, etc.)</li><li>▪ Website (personal or non-profit)</li><li>▪ Exhibition, display, presentation</li><li>▪ Interior Decoration (e.g. lodge, hotel etc.)</li><li>▪ Advertising Purposes (e.g. print material, websites, presentations, displays, CD-ROMs.)</li><li>▪ Products for Sale.</li></ul>
Application:	<i>Reproduction Order Form</i> required. <i>Conditions of Use Agreement</i> required.
Use Fees:	Apply for most uses.

## III. Exemption From Use Fees

The following are exempt from Use Fees and but are still required to submit a *Conditions of Use Agreement*.

- Personal non-profit research, study or presentation.
- Research by students, academics, research specialists, government and publicly funded education institutions or like organizations.
- Exhibition, interior decoration and advertising by registered non-profit group or government agency.
- News use in a television news broadcast or newspaper.
- Personal or family website with use of own individual / family documents.

The following are NOT exempt from Use Fees and are required to submit a *Conditions of Use Agreement* and *Reproduction Order Form*.

- Personal website.
- Business/office display or presentation (private and public).
- Product sales and/or website by registered non-profit group, government agency or publicly funded educational institution.
- Real estate projects, such as Interior decoration in accommodation, lodges or commercial establishments.
- Products or publications for advertising purposes.

## IV. Schedule of Use Fees

### A. Published Media

Trade book, magazine, newspaper / newscast, broadcast film / video, sound tape / CD, educational CD-ROM, web edition of publication.

Media	Details	Fee per image *
Still images	On cover or title	\$100.00
	Inside Publication	\$50.00
Documents	Images of Documents	\$50.00
	Document Content	To be determined

Specifications: Use Fees apply to

- Each reproduction used.
- All editions, including web editions, with the same title for a period of 1 year.
- \* Note: For production runs up to 500 units, runs over 500 units are subject to negotiation

### B. Website (personal and not-for-profit, for Commercial see section E)

Media	Details	Fee per image
Still photographic images		\$50.00
Textual documents	Images of Documents	\$50.00
	Document Content	To be determined.

Use Fee:

- Includes all editions of website with same title / address for a period of 1 year.
- Category does not include web edition of publication, business or advertising website or web use.

### C. Exhibition, Display, Presentation

Media	Details	Fee Per Image
Still photographic images		\$50.00
Textual documents	Images of documents	\$50.00
	Document Content	To be determined

### D. Interior Decoration

Enterprise	Details	Fee Per Image
Restaurant, coffee shop, lounge, etc.	Seating less than 30	\$50.00
	Seating 30 - 120	\$75.00
	Seating greater than 120	\$100.00
Real Estate projects (such as: Condo, Hotel, lodge, etc.)	Hallway, guest room, cabin	\$50.00
	Meeting room	\$75.00
	Lobby	\$100.00
Bed & Breakfast		\$50.00
Store	Less than 1000 sq. ft.	\$35.00
	1000 sq. ft. – 2000 sq. ft.	\$50.00
	2000 sq ft +	\$75.00
Business	Private office	\$50.00
	Front office / reception	\$75.00

Schedule of Use Fees Continued...

E. Advertising/Products

Media	Use	Fee Per Image (Production of 1000 or less copies)	Fee Per Image (Production of more than 1000 copies)
Products for sale	Mugs, mouse-pads, etc.	\$100.00	\$200.00
Still photograph or graphic document	Restaurant menus and place mats	\$100.00	\$200.00
“	Brochure, poster, flyer, newspaper ad, CD-ROM, or other media	\$100.00	\$200.00
“	Website – business or commercial	\$200.00	N/A
“	Website – product or service advertising	\$200.00	N/A
“	Presentation or display material	\$100.00	\$200.00
Textual document content		To be determined	To be determined