

## Office of Paulist Archives Permission to Publish & Service Fees Form

Permission to publish, reprint, broadcast, or duplicate in any way reproductions made from original material housed in the Archives of the Missionary Society of St. Paul the Apostle is granted contingent on receipt of this form and adherence to the following conditions:

- There are service fees for high resolution scans of materials from the Archives collections. These fees go towards the maintenance of digitization software and equipment, so that we can continue provide this service to researchers. Please note that 3D objects are not digitized at this time. The following is the breakdown of fees:
  - a. Images/documents: JPEGs only
    - i. 300 dpi resolution: \$10.00/per image
    - ii. 600 dpi resolution: \$15.00/per image
    - iii. 800 dpi resolution: \$20.00/per image
    - iv. 1200 dpi resolution: \$40.00/per image
  - b. High resolutions scans will be distributed once payment is received.
- Images must carry the following credit line: Courtesy of the Archives of the Missionary Society of St. Paul the Apostle. Citations for all other items should take the following form: Identification of item, date (if known); Collection title, collection number; box number, folder number. Archives of the Missionary Society of St. Paul the Apostle, Paulist General Offices, New York.
- 3. Permission is for one-time use only. Items may not be reused without written permission of the Archives of the Missionary Society of St. Paul the Apostle.
- 4. The publisher/user shall send to the Missionary Society of St. Paul the Apostle a copy of the work, (or a copy of the title frame showing the picture credits in the case of a motion picture of film or video production), in which the item is reproduced.
- 5. The Archives of the Missionary Society of St. Paul the Apostle does not claim to control the rights of reproduction for all materials in the collection. The publishing party assumes all responsibility for clearing reproduction rights and for any infringement of the U.S. Copyright Code.