

Historical Photographs

WAVERLY PUBLIC LIBRARY
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POLICY: Waverly Historical Photographs Collection

1. Purpose.

- Collect and organize historic Waverly-area photographs.
- Preserve these historical items.
- Provide access to these photos for the public.

2. Contents. Digital images, prints, negatives, plates, slides, and such items shall be placed in the collection if their contents are relevant to Waverly, its immediate vicinity, its history and people. *The Waverly Historic Photographs collection includes images of Waverly-area people, businesses, homes, and past events, as well as images in other categories relevant to the history of this area.*

USERS / ACCESS TO THE COLLECTION

3. Access. The collection shall be open to the public through albums of photocopies of the prints. The actual prints and/or negatives and plates shall be kept in secure storage. When a formal request for originals is made, library staff will make scans, discs or photo copies of the photos requested. Some fees may apply.

4. Credit Statement. The Library requires that any publication or display from the items (including photocopies) in the collection be accompanied by the statement: "From the Waverly Historical Photographs Collection of the Waverly Public Library."

5. Permission to Publish. Permission to publish items (including photocopies) from the collection must be obtained in writing from the Library (or legal copyright holder, as stated) before publication. The Library will not surrender its own right to publish such materials or to grant permission to others to do so.

6. Copyright and Libel. The user assumes all responsibility for following the laws of copyright and libel which may be involved with use of the items or reproductions of the items in the collection.

To determine whether an item is under copyright or in the public domain:

<http://copyright.cornell.edu/resources/publicdomain.cfm>

<https://libraryguides.missouri.edu/findingimages/images>

If the item is under copyright:

** materials may not be used for any commercial purpose without prior written permission from the copyright owner.*

** materials may not be re-published in print or electronic form without prior written permission from the copyright owner.*

** materials may not be mounted on an additional server for public use, or for use by a set of subscribers without prior written permission from the copyright owner.*

From: <http://www.iowaheritage.org/copyrightissues>

7. Newspapers. A separate arrangement may be established with area newspapers for use of historical photographs from the library's collection in the newspapers themselves.

DONORS / COLLECTION DEVELOPMENT

8. In keeping with copyright law, gifts to the collection may be the items themselves or digital copies.

9. A deed of gift agreement, transferring legal title to the item/items and reproduction rights to Waverly Public Library will be requested from the donor/donors for each gift. The Library strives to have a robust collection, providing access to as many historical images as possible, and some images may be included in the collection without a deed of gift, and the Library is therefore not the copyright holder.

Approved Feb. 28, 1989

Revised July 24, 1990

Revised December 14, 1999pc

Revised October 26 2004 pc

Reviewed without change 2-12-08 sm-r

Revised 7-14-09 smr Collection & Access changed to reflect digital copies.

Reviewed and approved 10-8-13 sm-r

Revised 7-12-16 sm-r

Revised 1-14-20 smr. Updated copyright links under #6.