



East Broad Top Railroad Archives and Special Collections



Digital Use and Fee Structure (September 2023)

The following usage guidelines and fee structure are established for the Archives.

Online Access

- The catalog of all processed Archive holdings can be searched online at <https://ebtarchives.catalogaccess.com>
- Online access is free.
- Not all processed holdings will be illustrated online in digital form.
- Material illustrated online is watermarked and may be of lower resolution.

Image orders

- Only digital files of materials are available; we are unable to supply printed copies.
- Digital copies of images may be ordered, for a fee.
- Digital files purchased will not have a watermark on each image.
- A "Request for Image" button is available within the online catalog on the bottom, right-hand corner of a catalog entry image. Once submitted, instructions will be emailed to complete the transaction for processing.

Publication rights

- Materials are supplied for personal research, reference, and presentation use. An additional fee applies for publication as defined below.
- All material published in any form (to include internet or other digital media) requires advance approval, and the publisher is responsible for adhering to copyright restrictions and credit as specified in the catalog entry.
- A complimentary copy of the completed work in which our images appear may be requested for deposit in the Archives.
- Users may link to *catalog entry pages* from personal websites without prior permission or additional fees. Direct linking to *images or thumbnails* is considered publication and requires advance permission and payment of publication fees as defined below.
- Publication - Definitions
 - Editorial use: books, journals, magazines, and newspapers, including both print and electronic.
 - Advertising use: newsletters, brochures, flyers, catalogs, including both print and electronic.
 - Media use: video, film, TV, website.
 - Public space use: any public outdoor or indoor space (e.g., restaurant, retail store, exhibit space, school, etc.).

Restrictions

- The Archives reserves the right to refuse to copy or permit publication of materials at their discretion. Other restrictions may apply depending on reason for use.



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Waiver of Fees

- A Waiver of Fees will be applied for EBTF and FEBT internal, organizational use only, including use in EBTF and FEBT publications. Other Waiver of Fees requests are approved at the discretion of the Archives, EBTF, and FEBT respectively. All waiver of fees transactions must be recorded in the similar process as image orders.

Fee Structure

The baseline image order and research fees apply to all orders, including for personal use. Additional fees apply for editorial, advertising, media, and public space use.

FEBT members receive a 15% discount off baseline image orders and research fees for personal use.

Baseline Image Orders	All	
Maps, plans, drawings, and photographs	\$5.00 (smaller than 36"x24") Larger graphics quoted on request.	
Correspondence, documents, bound volumes	\$0.20 per page, minimum order \$5.00	
Remote Research for items not digitized or physically processed	\$40.00 per hour for a maximum of 2 hours, staff time permitting. An approved remote research request is required.	
Additional fee for editorial use (per image)		
<i>No. of copies published or distributed</i>	<i>For-profit</i>	<i>Non-profit</i>
Less than 2,000	\$15	\$10
2,000 to 9,999	\$25	\$20
10,000 to 49,999	\$50	\$25
50,000 and greater	\$75	\$30
Additional fee for advertising use (per image)		
<i>No. of copies published or distributed</i>	<i>For-profit</i>	<i>Non-profit</i>
Up to 49,999	\$50	\$15
50,000 and greater	\$100	\$30
Additional fee for media use (per image)		
<i>Audience size (number of viewers or impressions)</i>	<i>For-profit</i>	<i>Non-profit</i>
Up to 49,999	\$50	\$15
50,000 and greater	\$100	\$30



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Additional fee for public space use (per image)		
Public Space use time span (number of months for display)	<i>For-profit</i>	<i>Non-profit</i>
1-6 months	\$50	\$15
6-12 months	\$100	\$30

Any questions regarding the Digital Use and Fee Structure, please email: archivist@eastbroadtop.com.