

## Archive Policies and Agreement Form

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### Image Use Policy

#### *Warnecke Architectural Archives*

The Warnecke Architectural Archive contains significant, primary source materials by and about noted California architects, Carl I. Warnecke and his son, John Carl Warnecke including architectural plans, drawings, sketches, photographs, personal papers, journals, project files, and correspondence. As well as original prints by over 48 well known architectural photographers like Morley Baer, Robert T. Brandeis, Joshua Freiwald, Leo Holub, Nathaniel Lieberman, Moulin Gabriel Studios, Rondal Partridge, and Gerald Ratto.

Warnecke Institute gives non-exclusive permission for images that can be used for specific publications and not for anything else. Requests including your proposed use must be made in writing to the Warnecke Institute to obtain a release for images.

The Warnecke Architectural Archives, upon approval of a written request, will consider consent to a one-time use of photographs as the owner of the physical items; however, this DOES NOT include or imply permission from the photographer's copyright.

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"Courtesy of John Carl Warnecke Architectural Archives" must be indicated below the image each time the image appears in the publication.

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One of these specified conditions is that the reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

By signing this document, the user agrees to indemnify, defend and hold harmless The Warnecke Architectural Archives, its agents, officers, directors, employees, representatives, associates, and affiliates and each and all of them against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs of the Library's materials, whatsoever, whether or not groundless, which may arise directly or indirectly, for which no permission or authorization was granted.

Visitors agree that photographs are for personal study purposes only and may not be reproduced, donated, or sold to another repository, published, or exhibited without written permission.

### Archive Fee Policies

Service:	Fee:
Retrieval Fee	\$125 per request
Image Scans sent as PDFs	\$.50 per image
Blueprint Use	Fee on request
Researcher Fee	Students & Faculty \$10 per day General Public \$25 per day
Self-Photographs	\$.25 per image
Book Publication	Non-profit \$50 per image For-profit \$100 per image
Journal Article, Newspaper / Magazine Publication	Non-profit \$50 per image For-profit \$100 per image

There is no charge for an introductory tour of the archive.

If you have questions about the fee schedule please contact [margo@warneckearchives.com](mailto:margo@warneckearchives.com).

Payments can be made through PayPal via our website:

Or by check made out to "Warnecke Institute" and mailed to:  
Warnecke Institute  
C/O: Margo Warnecke Merck  
13427 Chalk Hill Rd  
Healdsburg, CA 95448

## **Material Handling & Camera Use Policies**

The Warnecke Architectural Archives allow the handling of materials and the use of digital cameras on a controlled basis to facilitate the research needs of our users. The following policy outlines the necessary expectations and requirements for handling materials and the use of cameras in archives, which is subject to copyright laws and specific conditions and arrangements for preservation. Access to the archive is subject, but not limited to, the following conditions, approved uses and procedures:

1. Visitors agree that photographs are for personal study purposes only and may not be reproduced, donated, published, exhibited, nor sold to another repository.
2. Fragile, damaged, or restricted items will not be duplicated in any way.
3. Personal scanners, tripods, camera flashes, extension cords, and special lighting are prohibited without permission.
4. Appropriate care and handling of any archive materials
5. The order of materials must be maintained at all times.
6. Visitors are responsible for complying with copyright law.
7. Visitors must acknowledge that it is their responsibility to obtain relevant permission from copyright owners in the event that they decide to publish their work.
8. Images for publication or distribution must be ordered by submitting a request and signing our Image Use Policy and Associated Fees.

The Warnecke Archives reserves the right to deny photography requests and/or to revoke photographic privileges for any reason.

### **Warnecke Architectural Archives Agreement Form**

I understand, accept, and agree to the preceding terms and conditions that apply to my access to, and use of, materials in the Warnecke Architectural Archives.

I agree to pay the fees associated.

I agree to provide one copy of the publication/production.

I agree to make certain the reproduction appears with the following credit line:

"Courtesy of John Carl Warnecke Architectural Archives."

Signature:	Name:
Email:	Date: