

## Mercer Museum & Library and Fonthill Castle

Operated by The Bucks County Historical Society

84 South Pine Street Doylestown PA 18901



### Digitization Lab and Services Policy

Mercer Museum & Library and Fonthill Castle (hereafter referred to as the BCHS)

1. The BCHS will not provide any editing or color correcting services. The materials will be digitized and returned “as-is” for the most accurate depiction of the physical material.
2. Any scans made from the Client’s materials are for personal use and not intended for commercial use or publication. The BCHS cannot guarantee publication-quality scans. Any choices regarding printing and physical distribution of the scans will be done so at the Client’s own discretion.
3. BCHS has no claim to neither copyright nor distribute the images created through this service. As such, materials will not be used by the BCHS for exhibition, presentation, or other collections purposes.
4. BCHS will not digitize images or items that conflict with the BCHS Codes of Ethics or organizational values. The BCHS has the right to refuse digitization projects based on staff availability and/or time constraints.
5. The Client is responsible for bringing the item(s) to the BCHS and for picking the item(s) up once project has been completed. The Client would be met in museum lobby and would not be charged any museum entrance fees.
6. The Client understands that all digitization materials will be handled, stored, and cared for in the same manner as the BCHS’s own artifacts while under the care of the BCHS. These materials will also be insured under the term of the BCHS’s fine arts policy. Any damage or deterioration will be reported immediately to the Client.
7. The Client understands the BCHS will not perform any conservation treatments on the materials under their care nor provide the Client with supplies (folders, boxes, etc.) for the preservation of the digitization materials once back in the Client’s possession. Should the Client be interested in the continued preservation of the physical materials, a 30-minute preservation consultation may be added on to their digitization order (see “**Digitization Lab Fee Schedule**” for additional information regarding consultations).

I have read the terms and conditions on this form and agree to them. Further, I acknowledge that by purchasing the Standard Digitization Package, I am purchasing the digital scans in one file type, basic consultation via phone or email, the standard naming schema, and digital delivery of the digital files through online storage (Google Drive or Dropbox) and that any additional services or add-ons may require additional fees.

Signature:

Date: