

## Image Reproduction Policy

Images in the Muhlenberg County Public Libraries collection were donated to the library to preserve the heritage of the community. Negatives and physical formats have been digitized to ensure the long-term preservation of the images.

Patrons may freely search and view the watermarked digital collection. Some images may not be suitable for all ages. Information and metadata associated with the images may be incomplete or inaccurate. Watermarked digital images are available through the online portal: <https://www.americanlibraryrecords.com/dashboard> They are offered at no cost and may be used without restriction.

If you believe an image in the collection is inappropriate for the general public, the information is inaccurate or incomplete, or if you or a legal dependent are personally represented and wish to be removed from public view, you may make a request at: <https://mcplib.org/contact/>

High-resolution, non-watermarked images suitable for printing may be provided in digital or printed format for a fee, as outlined below.

### Reproduction Pricing

#### Digital Copies

- Pricing for 10 images or fewer (emailed digital link): \$1.00
- Personal USB drive (limited by drive capacity): \$2.00
- Library-supplied USB drive (limited by drive capacity): \$10.00

#### Printed Copies

- 4 x 6 print: \$1.00
- 5 x 7 print: \$2.00
- 8 x 10 print: \$4.00

Additional sizes may be available upon request.

High-volume requests may be subject to an additional research fee in accordance with the library's research request policies. Please contact us for more information if you are interested in placing a large request.

Payment is required prior to the release of digital files or pickup of printed copies. The quality of reproduced images is not guaranteed. No refunds will be issued. Turnaround time for requests varies and is dependent on staff availability. Requests for reproductions may be denied at MCPL's discretion. MCPL does not provide photo editing or image enhancement services. Copies are provided for personal use only. Please contact the library for information regarding commercial licensing options.

## Image Request Procedure

Requests for copies of images in the libraries' collection must be made through the online portal at: <https://www.americanlibraryrecords.com/dashboard>

To submit a request, patrons should browse the thumbnail images and click the “+” symbol above each desired image. Once all selections are made, click “**Request**” at the top of the page, enter a valid email address, and click “**Send.**” Multiple images may be selected and requested at the same time. A valid email address is required to submit a request.

Requests submitted by email, social media, phone, contact form, in person, or by any other method will be redirected to the online portal. Requests will not be accepted outside of the portal.

As part of the request process, the library will collect the requester's full name, mailing address, phone number, and email address. This information is used to facilitate communication, payment, and delivery of reproduced copies.

If a personal USB drive is used for delivery of digital images, it must be physically brought to a library branch prior to fulfillment.