

Guide for ordering copies of images from Kāpiti Coast District Libraries

Ordering digital images for personal use: (e.g. research, family archives, a gift...)

- Photocopies: first three free then 30 cents each copy
- Digital files (sent by email): \$5.00 each file

Digital files may also be saved to CD if required. Contact the Local History Librarian to discuss your requirements.

For commercial use: (e.g. advertising, promotional material, publications, display in business or exhibition spaces...)

- Copies can be made from the collection where permission has been given by a member of the Heritage & Māori Collections team, Kāpiti Coast District Libraries.
- An additional commercial reproduction fee of \$50 may be added, depending on the purpose for which the image is required.
- Contact the Local History Librarian to discuss your requirements.

Reproduction conditions:

- Any fees required must be paid before the order is processed.
- Permission is given only for the use specified on the order form.
- The purchaser is buying only a copy of the image, and is not acquiring any interest in the ownership of the copyright or other proprietary rights in the image.
- If for publication or public display, images should credit the "Kāpiti Coast District Libraries Historic Photograph Collections" and include the image(s) object ID or HP number provided.
- Kāpiti Coast District Libraries reserves the right to refuse copying of its images.

The collection can be viewed online at www.kapiticoastlibraries.govt.nz or at Paraparaumu Library.

For more information contact the Heritage & Māori Collections team:

Phone: (04) 04 296 4700

E-mail: Maori.Heritage@kapiticoast.govt.nz