

Copyright or reprint permission for news material

BACKGROUND The Gazette is happy to consider all requests for re-use of our work. Permission for re-use considers the purpose of the reprint, its audience, and the non-profit or commercial status of the requestor. **All material published in The Gazette is copyrighted and protected by federal law.**

POLICY In certain circumstances, The Gazette cannot grant re-use permission.

- Gazette news material cannot be used for political purposes.
- Gazette news material cannot be used in advertising.
- The Gazette cannot grant copyright permission for material we did not create, such as wire or freelance stories, illustrations and images. We are happy to help you find the correct copyright owner.
- **Gazette material may not be used on others' web sites.** Others are welcome to link to stories on our site.
- Gazette stories must be reprinted verbatim and in their entirety, including byline, attribution to The Gazette and date of original publication. Graphics and photos must not be altered.

COPYRIGHT FEES We believe our work has value to us and to you. Most of the time we ask a copyright fee in return for using our work. We have chosen our fees with care and consideration and believe them to be fair.

Non-profit fees For organizations providing proof of their charitable, 501 (c) (3) status, usual fees are as follows:

- use of a story - \$35
- use of a photo - \$35
- use of a graphic – varies (\$25 - \$1,000)

For 501 (c) (6) organizations, copyright fees begin at \$50 per story or photo

Use of video/audio/multimedia \$30 for personal use only.

Commercial fees

For businesses, companies and organizations without non-profit status, fees **begin** at

- use of a story - \$250
 - use of a photo - \$250
 - use of a graphic – varies (\$50 - \$2,000)
 - Use of video/audio/multimedia - \$250+
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PROCEDURE

Steps in requesting re-use permission

Step	Action
1	Put your request in writing. Include: <ul style="list-style-type: none">• Who you are or who you represent• What material you would like to use• How you want to use that material (brochure, newsletter, annual report, etc.)• How many copies you intend to make and distribute• Your fax and telephone numbers and email
2	Fax to Connie Steele at 719-636-0202, Or E-mail connie.steele@gazette.com
3	We will respond to you by phone with further questions, Or, We will fax or email an invoice for the copyright fees.
4	We will let you know permission is granted.
5	Send your check, money order or credit card information* to: Connie Steele Rights and Permissions The Gazette 30 S. Prospect Street Colorado Springs, CO 80903 * credit card information must include your name, billing address, credit card number and expiration date. * checks should be made out to The Gazette

Making reprints of articles

The Gazette does not have the ability to create reprints of articles for you. If you choose a copy and duplicating service, you will need to provide them a copy of our copyright release, sent to you when your request is approved.

Questions?

If you have further questions, call 719-636-0267.