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REPORT OF THE COMMITTEE

Clerk File No. 307199
Seattle City Clerk Rule No. 2005-01, relating to Fees for providing digital copies of photographs and other documents.

Honorable President:

The _____ Committee,

to which was referred this file, respectfully reports that the same was considered, and the recommendation is:

Date Filed with Clerk 17 March 2, 2005

Received by Edna Wheaton
City Clerk Staff

ACTION OF THE COUNCIL	
Referred	To
Referred	To
Referred	To
Reported	Disposition
Re-referred	To
Reported	Disposition

_____ Chair

Scu

CF 307199

**Office of the City Clerk
Rule 2005-01**

Effective date: March 1, 2005

Supersedes: N/A

Subject: Fees for providing digital copies of photographs and other documents.

Purpose

To defray the cost of preparing custom digital (scanned) copies of photographs and other documents in the City Clerk's Office and Seattle Municipal Archives.

Background

The City Clerk's Office, through the Seattle Municipal Archives, maintains custody of the City's historical photographs. While a significant portion of the photograph collection is indexed and made available in digital form through the City Clerk's Internet services, there are frequent requests for photographs not currently available in digital form, or for digital copies (scans) of photographs at a higher resolution than ordinarily available online. Similar requests are received from time to time for digital copies of text documents.

Due to the fragile nature of historical photographs and documents, and the delicate and specialized nature of high-quality scanning equipment and software, digital copies of these document must be made by trained staff. Analysis of time required for scanning and copying files in response to patron requests shows that direct staff cost averages \$8.87 per scanned image and \$4.43 for preparation of a CD-ROM to transmit data.

Use of copies of City-owned documents, including photographs, is without royalty charge. Patrons are reminded that others may have ownership rights in certain photographs, and that patrons are responsible for research to determine copyright status. When digital images appear in publications or other public use, patrons are requested to credit **Seattle Municipal Archives**.

References

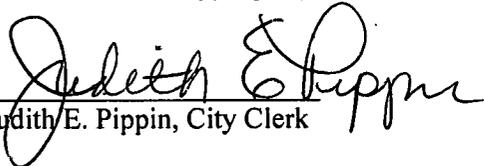
Seattle Municipal Code 3.104.010. Fees for copies

Revised Code of Washington 42.17.300. Charges for copying.

FILED
CITY OF SEATTLE
05 MAR -2 AM 9:10
CITY CLERK

Rule 2005-01:

- 1.0 Fee for custom ("to-order") scanning of original photographic prints, negatives or other documents into digital image files is \$8.00 per image.
- 2.0 Fee for copying any number of files to CD-ROM is \$5.00 per CD-ROM, including CD medium.


Judith E. Pippin, City Clerk

3/1/05
Date

STATE OF WASHINGTON - KING COUNTY

--SS.

181910
CITY OF SEATTLE, CLERKS OFFICE

No.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:PROPOSED RULE&COMMENT

was published on

2/10/2005



[Signature]

Subscribed and sworn to before me on
2/10/2005 *[Signature]*

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

