

IMAGES REQUEST

National Cowboy & Western Heritage Museum
Donald C. & Elizabeth M. Dickinson Research Center

Job #
Fax# (405) 478-6421
Received:

Applicant

Institution/Company

Mailing address

City/town

State

Zip

Telephone #

Fax #

E-mail

Images Requested (attach list if necessary) **Accession #** **Size** (8x10/tiff/jpeg) **Format** (Print/CD/FTP)

Project Description (Intended Use)

A. Personal Use- non-commercial, non-publishing, non-exhibiting, non-reproducing (please describe)

B. Print Media- books, brochures, catalogs, displays, dust jackets, exhibitions, magazines, multimedia covers, newspapers (please describe; if appropriate include author, title, intended date of publication, publisher, print run, circulation, language)

C. Moving Images Media- documentaries, DVDs, exhibitions, motion pictures, television (please describe; if appropriate include distribution, audience, broadcast or release dates)

D. Electronic Media- cd & dvd-roms, internet, multimedia, powerpoints, presentations, software (please describe)

Please refer to Image Fees Schedule

Charges*

Prints \$ _____

Compact discs _____

50% _____

Jpegs _____

Use fees _____

Shipping _____

Total due _____

Payment _____

Gratis copy due _____

*This form serves as an invoice. Please make check or money order payable to the National Cowboy Museum(NCM) and send to: Research Center, NCM, 1700 NE 63rd St., Oklahoma City, OK 73111. If paying by credit card, please complete our Credit Card Information form and include with request form.

IMAGE PRODUCTION FEES

The production fees of images from photographs, printed materials and objects owned by the National Cowboy & Western Heritage Museum (Museum) are reflected in the methods of production, flatbed scanning and new digital photography. To request images please review the fees and complete an Images Request form.

	Nonprofit			Commercial		
<u>Black & white photo quality</u>						
<u>dye inkjet glossy 300dpi print</u>						
	<u>8x10</u>	<u>5x7</u>	<u>4x6</u>	<u>8x10</u>	<u>5x7</u>	<u>4x6</u>
From existing tiff file	\$10.00	\$ 8.00	\$ 7.00	\$20.00	\$16.00	\$14.00
From scanning to create tiff	15.00	13.00	12.00	25.00	21.00	19.00
From new digital photography	40.00	38.00	37.00	50.00	46.00	44.00
<u>Compact disc with tiff image(s)</u>						
	<u>300ppi, 8x10</u>		<u>+25%*</u>	<u>300ppi, 8x10</u>		<u>+25%*</u>
From existing tiff file	\$20.00		n/a	\$30.00		n/a
From scanning to create tiff	25.00		\$31.25	35.00		\$43.75
From new photography	50.00		62.50	60.00		75.00
Additional image(s) from existing tiffs	5.00 ea.		6.25 ea.	10.00 ea.		12.50 ea.
Additional image(s) from scanning	7.00 ea.		8.75 ea.	12.00 ea.		15.00 ea.
*For higher resolutions & larger sizes, 25% added to the fee(s)						
Retrieve from FTP site, same day delivery, add 50% to compact disc fee total						

<u>Reference/Review jpeg image(s)</u>		
<u>as e-mail attachment(s) up to 10MB</u>	<u>72ppi @ 600 pixels</u>	<u>72ppi @ 600 pixels</u>
From existing jpeg	\$ 2.00	\$ 5.00
From scanning to create jpeg	3.00	7.00

IMAGE USE FEES

Costs for the reproduction of images are the sum of production and use fees. Use fees are not applied when images are used in publications, moving images productions, and media releases deemed solely to promote or publicize the Museum's collections, activities, and exhibitions.

	Nonprofit	Commercial
	Per image	Per image
Books, Guides, Brochures, Catalogs	\$25.00	\$ 50.00
Magazines, Newspapers, Newsletters, Journals	15.00	30.00
Book jackets, Magazine & Multimedia Covers	55.00	110.00
DVDs, Moving Images Productions, Television	75.00	150.00
Exhibitions, Displays	20.00	40.00
Internet, Website	50.00	100.00
Computer Software, CD & DVD-ROMS	60.00	120.00
Powerpoints, Presentations, Classroom(jpegs only)	5.00	10.00

SHIPPING FEES

First class for prints- \$2.00 First class for CD- \$1.00

TERMS & CONDITIONS FOR REPRODUCTION

I. Requests - To request images, the applicant must complete and sign this form and fax/mail it along with the Images Request form (3 pages). Requests are reviewed by staff to determine the Museum's participation in the project or its approval of the requested use for the image(s).

II. Materials - The Museum does not supply images to rental and/or sales services. Prints and digital image files are provided to the applicant for only the purpose expressed in the Image Request form. Low resolution digital image files are provided for study, classroom presentations, powerpoints and research purposes only and may not be used for other adaptations, transmissions or reproductions.

III. Fees - Unless special arrangements have been made prior to making the request, both production and use fees are payable in advance and should accompany the completed forms, whether or not the image is used or reproduced. To pay by credit card, please complete our Credit Card Information form and include it with the forms. Personal/research uses of images are exempt from use fees. Failure to pay means use permission has not been granted. If images are not used, the use fees may be refunded upon receipt of a written request. Fees for prints sales are non-refundable. All requests for reuse or change in use must be applied for in writing. Use fees are waived when images are used in publications, moving images productions, and media releases solely to promote and publicize the Museum's collections, activities, and exhibitions. Foreign applicants must pay all invoiced charges with funds drawn on a U.S. bank in U.S. dollars and with no deduction of bank fees.

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VI. Credit Line - The credit line should generally include: Artist/photographer, title, date, medium, catalog number, collection name, National Cowboy & Western Heritage Museum, Oklahoma City, OK, unless otherwise noted on agreement and must appear on the same page as the reproduction, the opposite page, or the reverse. For motion pictures, CD ROMs, DVDs, documentaries, etc. include the credit with the listing of other "Sources" or in an accompanying manual.

Job #

VII. Gratis Copy - The applicant agrees to provide the Museum with one complete complimentary copy of the publication or production in which the image(s) is/are reproduced.

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The applicant is permitted to use the image(s) as described on the Image Request form provided the applicant, by signing below, agrees to all terms and conditions enumerated here and agrees to pay the Museum all expenses shown on the Image Request form.

Applicant Name (Please print or type)

Museum Representative (print or type)

Applicant Name (Signature) Date

Museum Representative (Signature) Date

Credit Card Information Form

National Cowboy & Western Heritage Museum
Donald C. & Elizabeth M. Dickinson Research Center
1700 NE 63rd Street
Oklahoma City, OK 73111
Phone: (405) 478-2250 x290
Fax: (405) 478-6421

Name on Card:	
Billing Address for Card:	
Credit Card #:	
V-code*:	
Expiration date:	

*This is a 3-digit number on all VISA, Master Card and Discover Cards. It is found on the back of the card in the signature block. It may be preceded by the whole card number or it could be preceded by only the last four digits of the credit card number. At this time American Express does not use a code.