



### Image Request

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Postal Code, and Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose for image request: \_\_\_\_\_

*If purpose includes publication, please also submit a Request for Permission to Publish form.*

Description of Images (include catalog number and file name if known; include URL if requesting an image from a museum website):	
<b>Digital Images</b>	<p>Output:                      Resolution:                      Format:</p> <p>CD            DVD            Email            72 dpi            300 dpi            600 dpi            TIFF            JPG</p>
<b>Photo Prints</b>	<p>Size:            5x7            8x10</p>

**Special Requests:**

**Shipping:**    Email                      Domestic First-Class                      FedEx

**Conditions of Use:**

- Images provided are for personal use or research only, unless additional permissions granted.
- This image request does **not** constitute permission to publish. These images may not be copied or distributed in any manner, unless additional permissions granted.
- The Sam Noble Museum retains all reproduction rights for its photographic images, films, and sound recordings unless they are already in the public domain.
- Authorization is given only by receipt of this counter-signed form after the form has been approved, an invoice sent to the requestor, and full payment received. Requests may take up to 2 months to process.

**Image Request Fee Schedule:**

*Certain duplication fees may be waived for non-commercial scholarly, promotional, or educational requests. If permission to publish is requested, additional fees will apply. Only checks or cash accepted. Invoice will be sent upon receipt and approval of this form.*

**Image research and processing fee**

First hour Free  
Each additional hour \$30

**Photo prints**

Size	Black & White	Color
5x7	\$12	\$15
8x10	\$15	\$20

**Digital images (scans or born-digital)**

Resolution	Price
72 dpi (sample image)	No charge
300 dpi	\$10 per image
600 dpi	\$15 per image
Data transfer on CD	\$3 per CD
Data transfer on DVD	\$5 per DVD
Data transfer by email	No charge

**Special formats**

Fees for images in special formats (slides or transparencies) will be considered on a case-by-case basis.

**Shipping**

(unless customer provides a FedEx account number \_\_\_\_\_)

Type	Price
Domestic First Class	\$5 minimum
Domestic FedEx	\$20 minimum
International FedEx	\$50 minimum

**New Photography Service Fee**

Not all objects in the collection are represented by the photo archives. It may be possible to arrange for special photography by Museum staff. Any requests for new photography by Museum staff will incur a minimum cost of \$75.00. The cost may rise depending on the amount of staff time required.

***I hereby agree to use the images listed above only for personal use or research. I understand that this agreement does not constitute permission to reproduce these images in any way. I understand that fees may be charged to process this request per the Image Request Fee Schedule. I agree to the Conditions of Use.***

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon signature by the Sam Noble Museum and receipt of applicable fees, permission is granted to the Requestor to use these photographs for personal use or research. Additional permissions may be granted upon approval of Request for Permission to Publish form.**

Sam Noble Museum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Office Use Only	
Date request form received: _____	Request # assigned by Registrar: _____
Fee charged (amount): _____	Fee waived: _____
Invoice date: _____	Payment date: _____
Permission form approved: _____	Permission form not approved: _____