REQUEST FOR PHOTOGRAPHIC MATERIAL AND REPRODUCTION RIGHTS

Name and Title: _________________________________ Date: _______________
Company: ____________________________________________________________________
Address: _____________________________________________________________________
Phone: __________________ Fax: __________________ Email: ____________________

Image Request:
Artist or Maker: ____________________________________________________________________
Title and Date: _____________________________________________________________________
Object Identification Number (if known): ________________________________

Title of Publication: ____________________________________________________________________
Author: _________________________________________________________________________
Publisher: _______________________________________________________________________
Contact Name and Telephone: ____________________________________________________________________
Expected Date of Publication: _______________ Distribution: ____________
Topic of publication(s) and brief description of context in which artwork will appear (refer to list p.3):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Non-profit identification number must be provided to receive non-profit rate: ______________
Image use: Non-Profit: ___ Personal: _____ Commercial: ____
Check one in each row Research: ___ Education: ___ Publication: ____

Please complete this application and return via email, fax or post:
The Arkell Museum at Canajoharie
2 Erie Blvd
Canajoharie, NY 13317
ATTN: Rights and Reproductions

rightsandreproductions@arkellmuseum.org
518-673-2314, ext. 112
518-673-5243 (fx)
TERMS AND CONDITIONS FOR REPRODUCTION OF IMAGES - PRINT

1. Permission is granted ONLY for one use in one publication, one edition, in one language, and for a print run under 30,000. Contact the Arkell Museum to discuss image use in larger initial print runs and subsequent editions or additional languages.

2. Images may not be reused without written permission from The Arkell Museum at Canajoharie.

3. Reproduction from any material not supplied by The Arkell Museum at Canajoharie is PROHIBITED.

4. Fees for photography and reproduction must be prepaid.

5. The complete credit line must appear near each reproduction. The credit line must include all of the following: Collection of The Arkell Museum at Canajoharie, the artist name, title of work, date of work, and the medium. In the case of film or video, visual credits must appear at the beginning or at the end of the production.

6. Image(s) may not be cropped, bled, overprinted or altered in any way. Nothing may be superimposed over the image(s).

7. Reproduction of an image detail must be approved in advance by The Arkell Museum at Canajoharie. The word DETAIL must appear immediately following the title of the work in the credit line. The entire image with complete credit line must appear elsewhere in the publication.

8. A color proof (print) is required prior to publication for approval; send to The Arkell Museum at Canajoharie, Attn: Rights & Reproductions.

9. Two copies of the publication will be sent to The Arkell Museum at Canajoharie, Attn: Rights & Reproductions.

10. Failure to adhere to the terms and conditions listed will result in penalty fees of up to 100% of original fees.

TERMS AND CONDITIONS FOR REPRODUCTION OF IMAGES - MULTIMEDIA

1. The client is responsible for preventing third-party access to the images in the product. The Arkell Museum at Canajoharie requires that the images not be re-employed, redistributed, or accessible as individual or identifiable files. Specifically, the client must take measures to make sure that the images will not be extracted or otherwise duplicated in the normal course of product use.

2. The client must make sure that the product includes a clear notice of copyright on the packaging and as a screen display in the product. The notice must acknowledge the copyright of The Arkell Museum at Canajoharie and state in all relevant languages that the contents are protected by copyright law.

3. Upon completion, all digital copies of the image must be destroyed. No further copies of the image may be made except those made from a master as a part of the production run to be distributed and sold in any additional production run (as per the contract agreement).

Please note that fees do not include copyright fees due to the artist or the artist’s estate. It is the responsibility of the applicant to clear copyright.
## RIGHTS AND REPRODUCTION FEES

### MATERIAL FEES

<table>
<thead>
<tr>
<th></th>
<th>Non-Profit</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIFF or JPEG sent by email</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Surcharge of $10 for image on disc sent via USPS</td>
<td></td>
<td></td>
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</table>

### USE FEES

<table>
<thead>
<tr>
<th></th>
<th>Non-Profit</th>
<th>All Others</th>
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</thead>
<tbody>
<tr>
<td>Book/Journal Cover</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td>Book/Article Interior</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>One edition, one language, print run under 30,000</td>
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</tr>
<tr>
<td>Brochure Cover</td>
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<td>$200</td>
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<tr>
<td>Brochure Interior</td>
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<td>$150</td>
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<tr>
<td>Website</td>
<td>$200</td>
<td>$400</td>
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<tr>
<td>Must reapply every three years</td>
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<td></td>
</tr>
<tr>
<td>Broadcast, Video or DVD</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Exhibition Panel</td>
<td>Call for costs</td>
<td>Call for costs</td>
</tr>
<tr>
<td>Advertisement</td>
<td>Call for costs</td>
<td>Call for costs</td>
</tr>
<tr>
<td>Photography</td>
<td>Call for costs</td>
<td>Call for costs</td>
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<td></td>
<td>If required</td>
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</tbody>
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Please note that photography may be required for some works; cost may vary and is the responsibility of the requesting institution.

All photography is arranged by the Arkell Museum; cost will be discussed with and approved by requesting institution.

Processing may take three weeks or more depending upon the nature and size of request. Rush Service (one-two weeks processing) may be available at an additional cost. Call or e-mail to discuss Rush Service options.