

Rights and Reproductions Image Request Form

Name:	Tel:	Fax:
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Requestor's status: Non-profit organization For-profit company
 Private individual Other: _____

Image(s) requested (attach additional pages, if necessary). Attach a copy of image(s), if possible.

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Title:	
Artist:	Accession #:
Title:	
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Deadline for images: _____

Format requested (check all that apply):

- 8 ½ x 11" B&W digital print for research only
- 8 ½ x 11" color digital print for research only or required for color publication color matching
- Digital file jpeg or tiff on CD
- Digital file jpeg or tiff via email or FTP site

Digital Specifications: Files at the standard resolution of 72ppi will be provided for Web and other electronic uses, and 300dpi @ 100% final size will be provided for print use. JPEGs are provided for electronic use and TIFs for print use. Images may not be enlarged. Please include exact specifications if required.

What size in inches will the image be reproduced? _____

How will the image be reproduced? Color B&W

Intended Use: Study or reference (no reproduction without prior permission)

Reproduction in a print publication

Type of publication: Exhibition catalogue Textbook Journal/magazine Monograph

Other: _____

Image placement: Inside Cover

Title of book/article/magazine:
Author/editor:
Publisher:
Projected date of publication:
Print Run:

Reproduction in electronic media or TV/film/video:

Type of production: Television Documentary VHS/DVD CD-ROM Web site

Title of production:
Producer:
Projected date of broadcast:
URL and dates displayed:
Copies distributed:

For all requests:

Language: English All Languages (multiply fee by 10) Other: _____

Distribution: North America Worldwide Other: _____

Printing/Production: 1st edition/Broadcast (5 years) Reprint/Re-broadcast

Revised Edition/Revised Production Broadcast in Perpetuity

Allow 2-4 weeks for processing. Upon receipt and approval of application, a contract/invoice will be sent to you for your signature. Please return it with payment. **Prepayment is required.** Image(s) will then be sent to you. Please allow 4-6 weeks after payment for delivery of images. Large and complex orders for which new photography is required may take longer.

Please mail, fax or email your completed request to:

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