



IMAGE USE FEES

REQUESTS FOR REPRODUCED VISUAL MATERIAL

For scans or photocopies of archival material (letters, photos, newspaper articles, etc), please see specific guidelines pertaining to access and use of Museum archives through the Curator of Collections.

Curator of Collections: Lindsay Neal lnéal@thehermitagemuseum.org 757.423.2052 x.300	Nonprofit, Academic/Scholarly or Personal Use
Photocopy (select image size and paper type)	Additional shipping & handling fees may apply. Copies are mailed to requestor at address indicated upon payment.
<input type="checkbox"/> 4" x 6" <input type="checkbox"/> 5" x 7" <input type="checkbox"/> 8" x 10" On standard plain white printer paper (8 1/2" x 11")	\$2.00-\$5.00
<input type="checkbox"/> 4" x 6" <input type="checkbox"/> 5" x 7" <input type="checkbox"/> 8" x 10" On photo paper, glossy	\$5.00-\$10.00
Reproduction on print/printed canvas (customized matting and framing options available)	http://www.requestaprint.net/hermitage/

DIGITAL IMAGES FOR PUBLICATION

Digital images are sent electronically via email to the requestor

Standard Fees		
Scholarly/Academic Use		
Medium-resolution jpg, scan, or PDF file for independent academic use. (File size at least 200KB) <u>For individual scholars only. Not for institutions or for profitable purposes.</u>	Dependent on project and number of images requested	
	Nonprofit*	Commercial

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Commercial and editorial purposes, cover reproduction (1/2 to full page) (i.e. books, magazines, catalogs, CDs)	\$150	\$300
Image file on CD, mailed	\$200 + shipping & handling	\$350 + shipping & handling
Calendars, posters, notecards, and other commercial products	Not available. Merchandise featuring collection items are limited to the Museum's gift shop. Some items may be purchased through our gift shop. 757.423.2052 x.0	
Broadcast, video, and DVD	Only with express permission and agreement to terms set forth by Executive Director on case-by-case basis. Call 757.423.2052 x.206	
<i>While we continually strive to offer digital access to our collection, resources are often limited. We apologize if we are not able to offer an already-existing high-resolution image of the work you may be requesting at this time. Arrangements may be made with the museum for additional photographs to be taken, but this may increase usage fees.</i>		

Type: _____

Museum Member/Docent Discount (10%): _____

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TOTAL FEE: \$ _____

PLEASE MAKE CHECK PAYABLE TO THE HERMITAGE MUSEUM & GARDENS.



REQUEST FOR PHOTOGRAPHIC MATERIALS

Order form to be completed by requestor(s) and sent with Photography Policy Agreement

Name:

Institutional Affiliation:

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City: State: Zip:

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Description of Museum Property/Material Requested

Please specify as much identifying information as possible:

Artist:

Title:

Medium:

Dimensions:

Location of Museum Property/Material:

Museum Accession Number (if applicable):

PHOTOGRAPHIC MATERIALS BEING REQUESTED

Purpose of request (e.g. academic research, exhibition preparation, publication, other...):

TYPE	COLOR	B & W	SIZE	QUANTITY REQUESTED
Photograph				
Digital (jpg.)				
Other (please specify)				

REQUEST FOR PHOTOGRAPHIC MATERIALS

Continued

Material requested is to be used in:

PUBLICATION TYPE	TITLE	AUTHOR	PUBLISHER	PUBLICATION DATE	VOL./YEAR
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Magazine					
Brochure/Advertisement					
Organizational Newsletter					

Date needed (Please indicate month and day): _____

Print run: _____

Crediting the Image:

It is required that your institution gives the photographer credit (when applicable) in your publication, as well as the credit of the Museum.

Institutional credit line: **Collection of The Hermitage Museum & Gardens, Norfolk, Virginia.**

Photographer's Credit Line (if applicable): *Dependent on photo requested, consult with staff member to confirm appropriate photographer's credit prior to print or publication.*

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In granting permission to use a photographic image for this one-time use, The Hermitage Museum & Gardens does not give exclusive rights to any publisher, author or photographer.

Please sign and date below. To submit, please return this form to the Office of the Executive Director:
jduncan@theheritagemuseum.org

You may fax this form (757.423.2410), but you are strongly advised to call prior to faxing to confirm with a staff member, first.

Requestor's Printed Name

Signature

Date