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- If an image is to be used solely for non-commercial, personal or research purposes, a statement must be signed to this effect.
- Permission to use WM's images must be applied for in writing, including details about how the images will be used. Requests for images should be as specific as possible. If a request is extremely general, a search may be performed at the discretion of the staff. The staff of WM reserves the right to refuse requests for any reason.
- Images may not be reproduced for purposes other than that agreed upon by WM. **Images may not be re-sold or transferred.**
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Credit

All photographic and other reproductions are to carry the credit line of WM. This credit line should read:

©Westport Museum

If the image is part of a special collection or if the photographer's name is known, that information must appear as well.

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- **Reproduction and usage fees are not negotiable.**
- Use fees are charged for non-exclusive, one-time use of public domain and copyrighted material. Payment is due before any materials may be reproduced. Reproduction and processing fees apply to both commercial and non-commercial use.
- Any subsequent commercial use or reuse must be applied for in writing. Reuses will be charged a discounted fee.
- Please note that use fees are in addition to Photographic Reproduction and Processing Charges.

I have read these conditions and understand them. I agree to comply with the above. I understand that commercial rights are given for one-time use only. I agree to pay all photographic reproduction, processing, and use fees.

Signature _____

Name (print) _____

Date _____

Image Reproduction & Processing Fees

Digital Imaging (per image)

Scan from original print	\$10
Scan from original negative	\$15
Scan from other formats - glass negative etc.....	\$30

Commercial and Non-Profit Publication & Exhibition Use Fees

Patrons requesting reproductions of photographs from our collections for publication and/or public exhibition in any medium must submit and **Order Form and Permission to Publish Request**. Use fees for any publication or exhibition are charged in addition to **Image Reproduction Fees**.

Print Media

Not-For-Profit	For-Profit
First image\$25	First image\$50
Each additional image.....\$10	Each additional image.....\$20

Advertising and Non-Editorial Use

Reproduction of images for use in unbound materials, postcards, posters, brochures, calendars, broadsides, etc.

Not-For-Profit	For-Profit
First image\$25	First image\$50
Each additional image.....\$10	Each additional image.....\$20

Exhibition Fees

Reproduction of images for exhibition or display purposes, including websites, films or documentaries.

Fees do not include any publication rights or permission for other uses.

Not-For-Profit	For-Profit
Reproduction for exhibition by museums, Schools and other not-for-profit organizations	Reproductions for exhibition by corporations, banks, and other for-profit organizations
Up to 5 images.....\$25	Up to 5 images.....\$250
Each additional image.....\$10	Each additional image.....\$60

World Wide Web

Not-For-Profit.....\$100	Commercial.....\$200
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Commercial Video Production

Fees for on-sight filming of images from the Archival, Textile, and Object Collections at the Westport Museum \$125 per hour

Other Uses

Print news media, press-release No fee

Reproduction Order Form

Conditions of Use and Policies:

Personal / Research Use

I understand that these images are for personal or research purposes only. If I decide to reproduce the images in any way, I will contact Westport Museum in writing for permission.

Reproduction Use in a publication, exhibit, video, DVD, CD-ROM, film, advertisement and/or website.

I understand that all images reproduced in any medium require the written permission of Westport Museum; use fees and conditions apply.

- Payment is required before orders are processed; we accept checks, Visa, MasterCard or American Express
- Please allow 1-2 weeks once payment is received for regular orders; larger or special orders may take longer.
- Postage and handling \$5.00 minimum.

Signature: _____ Date: _____

Shipping Address

Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Shipping Method: Regular Mail Recipient's Fed-Ex # _____

Email

Method of Payment

Check Money Order Credit Card: Visa Master Card AmEx

Card # _____ Exp. Date: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____

STAFF ONLY BELOW THIS LINE

Total: \$ _____ Job #: _____ Date Completed: _____

IMAGE REPRODUCTION WORK ORDER

Digital Imaging (per image)

Scan from original print x \$10 = _____

Scan from original negative or slide x \$15 = _____

Scan from other formats - glass negative etc x \$30 = _____

Total \$ _____

Commercial and Non-Profit Publication & Exhibition Use Fees

Print Media

Not-For-Profit

First image x \$25 = _____

Each additional image..... x \$10 = _____

For-Profit

First image x \$50 = _____

Each additional image..... x \$20 = _____

Advertising and Non-Editorial Use

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First image x \$25 = _____

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For-Profit

First image x \$50 = _____

Each additional image..... x \$20 = _____

Exhibition Fees

Reproduction of images for exhibition or display purposes, including websites, films or documentaries.

Fees do not include any publication rights or permission for other uses.

Not-For-Profit

Reproduction for exhibition by museums,
Schools and other not-for-profit organizations

Up to 5 images..... x \$25 = _____

Each additional image..... x \$10 = _____

For-Profit

Reproductions for exhibition by corporations,
banks, and other for-profit organizations

Up to 5 images..... x \$250 = _____

Each additional image..... x \$60 = _____

World Wide Web

Not-For-Profit.....\$100

Commercial.....\$200

Commercial Video Production

Fees for on-sight filming of images from the Archival, Textile, and Object Collections at the Westport Historical Museum \$125 per hour

Other Uses

Print news media, press-release No fee

CLIENT: _____

JOB #: _____

DATE COMPLETED: _____

Digital imaging Fees -- Total	\$ _____
Use Fees -- Total	\$ _____
Total	\$ _____

Image Reproduction Worksheet

Image #: _____ Format: Print Negative/Slide Other

Description: _____

Format Finish: Digital Print Other _____

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Image #: _____ Format: Print Negative/Slide Other

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