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Title:

Start Date:

End Date*:

* Use limited to duration of five years

Publications:

TITLE:

AUTHOR:

PUBLISHER:

EXPECTED PUBLICATION DATE: Fall 2015

PRINT RUN:

PRINT RIGHTS:

Web Site:

Address*

*image resolution no greater than 75 dpi

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DESCRIPTION OF PHOTOGRAPH(S) OR IMAGE(S)

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COLLECTIONS IS NOT A PART OF THIS AGREEMENT AND REQUIRES SEPARATE
PERMISSION

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Name/Position (Please Print): _____

Signature: _____ Date: _____

Firm: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Contact for the Stowe Center:

Name: Beth Burgess _____

Position: Collections Manager _____

Address: Harriet Beecher Stowe Center, 77 Forest St., Hartford, CT 06105

Phone: (860) 522-9258, ext. 313 Email: bburgess@stowecenter.org

Please sign two copies of this form and return one copy to us with payment and invoice.

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HARRIET BEECHER STOWE CENTER IMAGE USE CONDITIONS

Unless otherwise stated in the **HARRIET BEECHER STOWE CENTER IMAGE USE AGREEMENT**, purchase of photographs or otherwise obtaining images of or from the collections constitutes agreement to comply with these conditions:

1. The user assumes responsibility for questions of copyright that may arise.
2. The Harriet Beecher Stowe Center reserves the right to limit the number of photographic copies; to restrict the use for reproduction of rare or valuable material; to ensure that reproductions are in good taste and that use is consistent with the mission of the Stowe Center; to make special quotations for material involving unusual difficulty in copying; and to charge a higher copying fee than specified for a small number of special items. Before publication, the Stowe Center reserves the right to require a proof for approval.
3. Images of items or copies of photographs in the collections that will be used for any form of publication, reproduction, or display must be obtained from the Stowe Center or used with the Stowe Center's written permission.
4. All reproduced photographs must be credited as follows: "Harriet Beecher Stowe Center, Hartford, CT".
 - With printed matter, it is preferred that the credit line appear on the same or facing page as the illustration or with "Sources of Illustrations". Each individual item must be credited.
 - With films, video, and CD format use, credit with "Other Sources of Illustrations". With on-line publication, credit directly beneath image on same page as image.
 - With exhibitions, show credit within the exhibition area.
5. Images used on web pages may be scanned at no greater than 72dpi.
6. A complimentary copy of any publication or reproduction using Center materials (images, or transcripts from manuscript collections) must be sent to the library within three months of the publication date.
7. Publication or reproduction of photographs or other materials from the collections requires written permission from the Harriet Beecher Stowe Center. A fee schedule will be provided.
8. Requests for copies of graphic items intended for single mass reproductions into formats such as poster, post cards, or notepaper may be subject to special contractual procedure.
9. Requests for image adjustment such as cropping, overprinting, or bleeding the page edge, must be made in writing. Details must be identified as such. Prices may be increased to cover expenses.
10. In addition to processing fees, reproduction fees are charged for the commercial use of images.

OTHER CONDITIONS

- Any adjustment of fees for uses not covered above is subject to the approval of the Executive Director
- Fees are subject to change at any time.
- Fees may be waived for small non-profit organizations or university presses engaging in non-commercial publication, or for the use of images by the news media in newspaper articles, newscasts, or non-commercial documentaries upon receipt of proof of proper credit.

NOTICE – WARNING CONCERNING COPYRIGHT RESTRICTIONS

- The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.
- Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship or research. Use of the reproductions for other purposes may make the user liable for copyright infringement.
- This institution reserves the right to refuse to accept a photographic or image order if, in its judgment, fulfillment of the order would involve breach of copyright.

**HARRIET BEECHER STOWE CENTER
IMAGE ORDER AND INVOICE**

We will process your order as soon as we receive our copy of the signed **IMAGE USE AGREEMENT** and payment for **PHOTOGRAPHIC SERVICES** and/or **COMMERCIAL REPRODUCTION FEES**.

Date:

Name and address:

This will confirm that you have ordered the following:

IMAGE	SERVICE	FEE
PACKAGING AND HANDLING		
TOTAL		

Please make check payable to **The H. B. Stowe Center**

Contact for the Stowe Center:

Name: Beth Burgess

Position: Collections Manager

Address: Harriet Beecher Stowe Center, 77 Forest St., Hartford, CT 06105

Phone: (860) 522-9258, ext. 313 Email: bburgess@stowecenter.org

**HARRIET BEECHER STOWE CENTER
FEE SCHEDULE FOR PHOTOGRAPHIC SERVICES**

Prepayment required for all orders. Fees are subject to change.

Oversized Color Photocopies (larger than 11" x 17")

18" x 24"	\$10.00
24" x 30"	\$15.00
24" x 36"	\$17.00

Black & White or Color Prints:

Up to 8" x 10"	\$30.00
11" x 14"	\$40.00
16" x 20"	\$60.00
Larger than 16" X 20"	Quotes available
From 3-D art	Quotes available

Color Slides:

35 mm slide from original or copy negative

1 slide	\$6.00
2 or more slides	\$3.00 per slide

New 35 mm slide

From flat copy	\$20.00
From flat copy 16"x20" or over	\$35.00
From 3-D art	Quotes available

Scanning:

Image sent by email	\$15.00
Image on CD	\$20.00
Image larger than 11" x 17"	Quotes available

TRANSPARENCIES

4"x5" or 8"x10" transparencies are available for rental at the rate of \$40.00 per 30 days. Rentals are not to exceed 30 days without the permission of the Executive Director, and will include an additional fee.

**HARRIET BEECHER STOWE CENTER
COMMERCIAL REPRODUCTION FEES**

In addition to processing fees, reproduction fees are charged for the commercial use of images of or from Harriet Beecher Stowe Center collections. Fees are subject to change.

- A. Fee per image for books, brochures, or similar printed items:
 - 1. 1 to 5,000 copies \$10.00
 - 2. 5,001 to 10,000 copies..... \$30.00
 - 3. 10,001 to 25,000 copies\$100.00
 - 4. Over 25,000 copies.....\$150.00
- B. Fee per image for publication in a serial or newspaper:
 - 1. Under 50,000 circulation \$10.00
 - 2. 50,001 – 100,000..... \$50.00
 - 3. Over 100,000.....\$100.00
- C. Video tapes and disks for resale:
 - 1. 1,000 and under \$10.00
 - 2. 1,001 to 10,000 \$30.00
 - 3. 10,001 and over..... \$50.00
- D. Special uses, per image:
 - 1. Commercial Display \$25.00
 - 2. Commercial Display (Non-Profit)..... \$5.00
 - 3. Book jacket (add to “A” above)..... \$50.00
 - 4. Commercial motion picture/TV broadcasts,
one time use.\$250.00
 - 5. Advertising.....\$100.00
 - 6. Posters, post cards, and similar commercial items
 - 1,000 and under..... \$25.00
 - 1,001 to 5,000 \$50.00
 - unlimited reprints\$100.00
 - 7. Display in Exhibit, on website or any other non-print media (per image)*
*use **limited to a duration of five years**
 - Personal, non-profit use\$5.00
 - Non-profit organization..... \$10.00
 - For profit, individual..... \$25.00
 - For profit organization.\$100.00

Normal delivery time is three weeks from receipt of an order.

Packaging and handling \$5.00

Overnight mail handling charge **bill recipient**

Invoices not paid within 30 days are subject to 8% APR interest charge.