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Title:

Start Date:

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*** Use limited to duration of five years**

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EXPECTED PUBLICATION DATE:

PRINT RUN:

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***Use limited to a duration of five years**

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TITLE:

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___ Other (specify):

DESCRIPTION OF COLLECTIONS IMAGE(S)

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Name/Position (Please Print): _____

Signature: _____ Date: _____

Firm: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Contact for the Stowe Center:

Name: Elizabeth G. Burgess

Position: Director of Collections & Research

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

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

Please sign this form and return. Invoice will be sent once form received.

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 (print or electronic), 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:
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 - 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 film and video use, credit with "Other Sources of Illustrations".
 - With online or electronic publication, credit directly beneath image on same page as image.
 - With exhibitions, show credit within the exhibition area.
5. Images used online 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 Director of Collections & Research within three months of the publication date.
7. Publication or reproduction of images 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.

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- 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 AND SALE ORDER**

We will process your order within two weeks of receipt of the signed **IMAGE USE AGREEMENT** and payment for **PHOTOGRAPHIC SERVICES** and/or **COMMERCIAL REPRODUCTION FEES**.

Date:

Name and address:

This confirms you have ordered the following:

IMAGE	SERVICE	FEE
PACKAGING AND HANDLING		
TOTAL		

**Invoice will be sent under a separate cover
once Image Use Agreement is signed and received.**

Contact for the Stowe Center:

Name: Maria Agramonte-Gomez

Position: Director of Administration

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

Phone: (860) 522-9258, ext. 381 Email: magramonte-gomez@stowecenter.org

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

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

Scanning:

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

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

18" x 24"	\$15.00
24" x 30"	\$20.00
24" x 36"	\$25.00

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

**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 \$25.00
 - 2. 5,001 to 10,000 copies..... \$60.00
 - 3. 10,001 to 25,000 copies.....\$200.00
 - 4. Over 25,000 copies..... \$250.00
- B. Fee per image for publication in a serial or newspaper:
 - 1. Under 50,000 circulation \$25.00
 - 2. 50,001 – 100,000 \$100.00
 - 3. Over 100,000 \$200.00
- C. Special uses, per image:
 - 1. Display in Exhibit or web use (per image)*
 - *use limited to a five year duration**
 - Personal, non-profit use.....\$15.00
 - Non-profit organization..... \$25.00
 - For-profit, individual \$50.00
 - For-profit organization.....\$100.00
 - 2. E-Book.....\$50.00
 - 3. Commercial Display, For-profit.....\$50.00
 Commercial Display, Non-Profit.....\$10.00
 - 4. Book jacket (add to “A” above) \$100.00
 - 5. Commercial motion picture/TV broadcasts,
 - One-time use.....\$250.00
 - 6. Advertising..... \$100.00
 - 7. Posters, post cards, and similar commercial items
 - 1,000 and under \$50.00
 - 1,001 to 5,000..... \$100.00
 - unlimited reprints\$200.00

Normal delivery time is two 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.