

**Tread of Pioneers Museum
Photographic Reproduction and Use Contract and Invoice– Revised March 2016**

Name: _____ Business Name: _____

Project Name/Intended Use: _____

Address: _____ Phone: _____

City, State, Zip: _____ Order Date: _____

Contract dates valid (one year max.): _____ through _____ Email address: _____

Photographs Ordered:

Image # _____	Description _____	Size/Use _____	Charge _____
Image # _____	Description _____	Size/Use _____	Charge _____
Image # _____	Description _____	Size/Use _____	Charge _____
Image # _____	Description _____	Size/Use _____	Charge _____
Image # _____	Description _____	Size/Use _____	Charge _____

Fees:

I. Print fees (personal use/display pricing; if for other use, please add the below usage fees to these print fees.)
Due to the wide variety of sizes of our originals, we cannot guarantee that all prints will be standard paper size.

5X7* <u>research only</u>	\$10.00
5X7*	\$20.00
8X10*	\$30.00
11X14*	\$40.00
13X19*	\$50.00

Larger mural sizes available with staff arrangement.

Add the below usage fees to the above print prices, if applicable.

II. Digital Files** (TIFFS or JPEGs at 300 dpi or larger; please specify your file size/format need)

\$20 per image file (includes CD-ROM if needed) + **add the below applicable usage fees.**

III. Usage Fees: If applicable, **add the following usage fees, per image** (quotes on larger publication runs will be determined by the Executive Director)

Commercial decorative, offices, retail, stores, etc. add:	\$35.00
Advertising/Promotions in any media format, per image use (<u>one</u> copy of ad, etc.) add:	\$80.00
Advertising/Promotions in any media format, per image use (unlimited # of copies) add:	\$200.00
Book Jacket***/Magazine/Newspaper Cover (under 2500 copies)	\$50.00
(2501-10,000 copies)	\$100.00
(10,001-20,000 copies)	\$150.00
(20,001-30,000 copies)	\$200.00
(30,001-40,000 copies)	\$225.00
Book***/Magazine/Newspaper Interior (under 2500 copies)	\$15.00
(2501-5000 copies)	\$25.00
(5001-10,000 copies)	\$35.00
(10,001-20,000 copies)	\$45.00
(20,001-30,000 copies)	\$55.00
(30,001-40,000 copies)	\$65.00
Videotapes, DVDs and CDs (under 1000 copies)	\$35.00

Photographic Usage Agreement (page 3)

Prepayment in full is required for photographic orders. Each order must be accompanied by a signed photographic use contract. Requests for image adjustments must be made in writing, Details must be identified as such.

The Tread of Pioneers Museum reserves the right to limit the number of photographic copies, to restrict the use or reproduction of rare or valuable items, to ensure the use of material from it's files is produced in good taste, to make special fee quotations on items involving unusual difficult copying, and to charge a higher fee than specified for a small number of unique items.

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The Tread of Pioneers Museum does not permit photographs and negatives to leave the collection. Researchers and users can not use copy equipment of any type to copy graphic materials, except for making a photocopy of an original print for identification, nor can a copy negative be provided for this purpose. The Museum does permit members of the local news access to photographs for use in newscast, newspaper articles or documentary reports but not for commercial productions. In this instance, if a negative is made, the original photograph, the negative and a 5"x7" reprint must be returned to the collection. The Museum reserves the right to limit the number of items copied and to refuse permission to make a copy, especially if damage could result to the material.

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When graphic items are reproduced, users should make every effort to secure correct caption data. Proper credit must be given to the photographer or artist when known. Each reproduction must be credited: "Courtesy, Tread of Pioneers Museum, Steamboat Springs, CO."

- With printed material, it is preferred that the credit line appear on the same or facing page as the illustration with "Sources of illustrations." Each individual item must be credited.
- With films, filmstrips and video use, credit with "Other sources of illustrations." In manuals that accompany filmstrips, credit at the point where the illustration is discussed.
- With exhibitions, show credit within the exhibition area.

Requests not specifically mentioned in the above procedures will be received in writing, considered, and may be subject to special agreements.

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