



Application to Reproduce Photographs of Objects in the Collection

Name of Applicant:		
Phone:		Email:
Organization or company Address:	y :	
Requests permission to re	eproduce the follo	owing:
Accession Number Arti	st/Maker	Title/Description
For periodical, book,	e-book	
For exhibition catalog		
Is this object beingFor broadcast, video,		oan to the exhibition?
<u>*</u>		blication/release date, as well as image size.
For personal/non-pub		2 • • ·
For educational/class	-	n use
For website or other 6		TIDI
Other (please explain	Please li	st UKL.
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Permission, if granted, will be subject to the following conditions:

- 1) The complete credit line, including photographer when indicated, for all images as supplied by the Marblehead Museum must appear in the caption or list of credits for each reproduction.
- 2) Each image must be reproduced in its entirety and without alteration, including cropping, bleeding, overlapping, or overprinting, unless otherwise approved in advance by the Marblehead Museum.
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- 4) Upon your acceptance of the fees and completion of this form, the Marblehead Museum must receive payment before the image file will be delivered.

Publication fees for each image:

One-time use of high-resolution (300 dpi tif) digital image:

Commercial/for-profit: \$55 Non-profit/non-publication/educational: \$30

Files will be sent via internet download service unless a CD-ROM is requested (\$5 shipping and handling charges to be paid by applicant).

These fees do not include costs incurred for new photography or photoprocessing. The Museum will advise the applicant on these costs prior to processing.

Please note there is a four-week processing time with regular (non-rush) service. A reduced processing time of one week from fee confirmation may be available for an additional \$50 fee.

Payment

Please make checks payable to the Marblehead Museum. To pay by credit card, please complete and return the below credit card authorization form to Emilia Emig, Curator of Collections, at emiliaemig@marbleheadmuseum.org.

Conditions of Use

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The Marblehead Museum reserves the right to restrict the use or reproduction of rare or valuable materials in its collection and to charge a higher production fee than specified above.

Signature of Applicant:	Date:		
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For MM staff only			
Amount of payment:	Paid by: Cash Check Credit card		
-	payment in accordance with the conditions		
specified herein.			
A 11 304D			
Approved by MM Representative:			
Date:			

Credit Card Payment Authorization Form

To pay by credit card, please complete information below.

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Please check credit card type:			
Visa MasterCard	Discover	American Express	
Credit card number:		Expiration date :/	
Name as it appears on card:			
Billing Address:			
City:	State:	Zip Code	
Amount to be charged: \$			
Primary phone number:			
Cardholder Signature:		Date:	-