

<u>Public Display</u> (provide brief description) <u>Website Display</u> (provide URL if known)

Other:

# Reproduction Request and Use Permissions Form (STILL IMAGE)

The Stephen H. Hart Research Center can provide high quality reproductions and licensing for many of the photographs and other materials in the History Colorado Collection, such as moving images, maps, oral histories, and more. Reproduction requests and use permissions are subject to U.S. copyright law and History Colorado's collection use policies. To either place an order for a reproduction and/or request use permissions, please provide the information requested below. Items in **bold** are required.

Name:	
Institution/Organization [if appli	cable to order]:
Tax Exempt/Non Profit Code [if	applicable to order]:
Billing/Mailing Address:	
City, State, ZIP:	
Telephone:	Email address:
History Colorado Membership Number:_	
	, negative #, call number, etc.) Please attach separate sheet if necessary
"Intended Use" section below ONLY)	material previously purchased? Yes No (if "Yes" please fill in no (see cost details in "Reproduction Fees" section below):
	tive]:
<ul> <li>Television or Film Production</li> <li>Title:</li> <li>Episode Title [if applicable]:</li> <li>Production Company:</li> <li>Broadcast or Release Date:</li> </ul>	

Format requested -\*\*If you have questions on what is best for your intended use, please inquire!

<u>Digital:</u> Low resolution digital file, 150 ppi - \*\*We can only permit 150 ppi for web display High resolution digital file, 300 ppi or 600 ppi

**Delivery Method:** (Please circle all that apply)

Digital: Email

**CD/USB:** Additional \$5.00 (shipping fees will also apply)

## REPRODUCTION FEES

High-Resolution Digital File: Publication or display		
300dpi	\$20	
600dpi	\$40	
Low Resolution Digital File: web or research use		
150dpi	\$10	
Studio Shoot – for objects that cannot be scanned		
Set-up Fee \$50 plus cost of print(s) or file(s)		
**Added if object has no image, new image is required		

# **USE FEES (per image\*\*)**

Personal or Research Use – No fee	
Non-Serial Print & E-Publications	
Up to 1,000 copies	No fee
1,001-5,000 copies	\$10
5,001+ copies	\$15 per 5,000 copies
Serial Print & E -Publications	
Up to 5,000 copies	No fee
5,001-10,000 copies	\$10
10,001+	\$15 per 5,000 copies
Merchandise	
Printed or wearable material	\$25 per 500 items

<sup>\*\*</sup>Contact History Colorado for Moving Image Use Fees

#### **RUSH FEES**

If a product must be delivered within 1-3 business days, the price is **double the cost** of each print or file ordered.

### **SHIPPING AND FEES**

Electronic delivery	No Fee
USPS – CD/DVD and/or USB	\$5
International CD/DVD and/or USB	\$20

Television or Film Production:		
Unlimited broadcast, this product, any medium, in perpetuity		
Non-profit	\$80	
Commercial (including feature film)	\$170	
Video or DVD for Resale Serial Print Publications		
Up to 1,000 copies	\$15	
1,001+ copies	\$30 per 1,000 copies	
Website		
Personal or non-profit	\$5	
Commercial	\$20	
Public Display		
Non-profit	No Fee	
Commercial	\$25	
Advertising – ask for Price quote		

Staff will contact you within 7 days to confirm order