



ARCHIVES AND OBJECT COLLECTIONS FEE SCHEDULE

All fees are per image unless otherwise noted. Image use requests typically involve both a material fee (for the file or print) and a use fee (to be able to publish). Please note that all requests for fee estimates must be submitted in writing by completing the **Image Use Request** form.

Normal turnaround time for requests submitted with complete paperwork is 2-3 weeks. Orders with incomplete paperwork, large or complex orders, orders involving new photography, or custom requests will take longer. Rush orders may be available on a case-by-case basis for 100% surcharge.

MATERIAL FEES

Digital File - \$20

Image file size will vary according to the nature of the request and policy restrictions. All files can be delivered via online file transfer site. Alternate delivery available via CD_R and mailed via US Postal Service for exact postage plus a \$5 handling fee.

New Photography Fees

If there is no existing image of desired object; if a particular view, detail or setup is required; or if a higher resolution file is desired. Fees are determined on a case by case basis.

Digital Prints (black/white or color) - 5 x 7 \$20; 8 x 10 \$25; 11 x 14 \$40; 17 x 22 \$55

USE FEES*

*Unless otherwise noted, 501(c)3 organizations receive a 50% discount on **Use Fees** only.

Personal, Research, or Classroom use only - \$0

Publications

Book, exhibition catalog, monograph	Interior/Cover	\$50/\$75
E-book	Interior/Cover	\$75/\$100
Magazine, journal, newspaper	Interior/Cover	\$50/\$75
Brochure, newsletter, flyers, non-magazine/ newspaper advertisement, etc.	Non-profit/commercial	\$50/\$150
Video/Film broadcast (still image)		\$200
Video/Film broadcast (film footage)		by request
Posters	Non-profit only	\$150
Online/electronic media		\$100

Commercial Products

Requests for image use on products are reviewed on a case by case basis. Please submit in writing a proposed product description including number to be produced for review and determination. Commercial poster requests reviewed on a case by case basis.

Exhibition

Fees below are for physical exhibitions. Copyright restrictions may apply for web-based exhibitions. Please indicate methods of display when requesting images so that staff can better assist you.

Exhibit	Non-profit/commercial	\$25/\$75
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