



## Photographic Reproduction Rights Agreement

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 Company/Institution \_\_\_\_\_  
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**FOR OFFICE USE ONLY**

Date rec'd \_\_\_\_\_  
 Invoice date \_\_\_\_\_  
 Payment rec'd \_\_\_\_\_  
 Photos sent \_\_\_\_\_  
 Complimentary copy rec'd \_\_\_\_\_

applies for permission to reproduce the following work from the collections of Stratford Hall/Robert E. Lee Memorial Association (include brief description, artist/maker, and object number if known):

\_\_\_\_\_  
 \_\_\_\_\_

### USE OF PHOTOGRAPHS

\_\_\_\_\_ Research or Personal  
 \_\_\_\_\_ Public Display or Exhibition (specify) \_\_\_\_\_  
 \_\_\_\_\_ Publication (specify) \_\_\_\_\_  
 \_\_\_\_\_ Other (specify) \_\_\_\_\_

### PUBLICATION DATA

Publication in which photograph will appear \_\_\_\_\_  
 Author \_\_\_\_\_ Distribution \_\_\_\_\_  
 Publisher \_\_\_\_\_ Date of publication \_\_\_\_\_

Statement of responsibility: I/we hereby agree to comply with the conditions on the reverse; to pay a total use fee of \$ \_\_\_\_\_; to credit the Museum with a line reading: "Stratford Hall, Robert E. Lee Memorial Association", to include object numbers, credit lines, and photographer's credit if applicable; and to send the Museum a complimentary copy of the publication.

I have read and understand the conditions listed on the reverse of this form and agree to abide by the terms therein.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Permission is granted for use of the materials specified above.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Reproduction of works in the Stratford Hall/RELMA collections

### Conditions

1. Permission is for one-time use only, as described on this form, with no other rights. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc.) constitutes reuse and must be applied for in writing to the Stratford Hall (the Museum). An additional fee may be charged for reuse.
2. All reproductions must be credited as stipulated on the face of this form.
  - a. With printed matter, the photographer's name, when provided, must be included in the credit line. The credit line must appear with the image or on a credit page, indicating the page number and location of the image. Crediting of each individual item is mandatory.
  - b. With films, filmstrips, slide presentations, and video productions, credit must appear with other credits at the beginning or end of the production.
  - c. With display or exhibition, please credit image within the display or exhibition area. Exemption from this requirement must be approved by the Executive Director.
3. A fee will be assessed based on the Fees and pricing of photographic reproductions schedule. Applications for exemption from fees must be submitted in writing to the Museum.
4. Any adjustment, such as cropping, overprinting, or bleeding of any image from the Museum's collection must have prior written approval of the Museum. Details of the adjustment must be identified in the credit line.
5. One complimentary copy of each publication (excluding film) in which the image appears must be sent to the Museum.
6. Applicants will be responsible for the return to their safekeeping of all printing plates, transparencies, etc., upon completion of the publication(s) for which permission has been obtained. Any unauthorized use thereof, by any person or entity, for any reason, whether or not authorized by the applicant, will render applicant responsible and liable to the Museum for appropriate compensation and other costs, regardless of whether applicant has profited from or is responsible for such unauthorized use.
7. Reproduction from printed or other non-photographic materials, or from photographic materials not supplied directly by the Museum, is strictly prohibited.
8. In authorizing the publication of an image by the applicant, the Museum does not surrender its own rights to publish it or to grant others permission to do so.
9. All responsibility for possible copyright infringement and invasion of privacy arising from use of image reproductions is assumed by the applicant.
10. Museum images shall not be used to show or imply Museum endorsements or any commercial product or enterprise, or to indicate that the Museum concurs with the opinions expressed in, or confirms the accuracy of any text used with the image.
11. The Museum reserves the right to request a printers proof for approval prior to publication and reserves the right to revoke permission to use the image.



## Fees and pricing of photographic reproductions

Reproductions of materials in the Stratford Hall/Robert E. Lee Memorial Association (RELMA) collection are provided based on purposes indicated in writing in the Photographic Reproduction Rights Agreement and agreed to by the Museum. Costs for reproduction of materials in the Museum collections are based on two factors: production and use.

### Production

The production fee charged by the Museum will be based on a number of factors including the object medium, special restrictions, and desired product.

### Study quality images

Photocopy or plain paper print: \$10

Preview digital image (72 dpi JPEG via e-mail): \$10

### Black and white prints duplicated from existing images

4" x 5" or 5" x 7" photographic print: \$20

8" x 10" photographic print: \$35

Larger formats available upon request

### Color prints duplicated from existing images

4" x 5" or 5" x 7" photographic print: \$35

8" x 10" photographic print: \$50

Larger formats available upon request

### Digital copies of existing images

72 dpi JPEG: \$15

300 dpi (or higher) JPEG or TIFF: \$25

New scan fee: \$10

### New photography

If new photography is required, additional fees will be required based on costs incurred by the Museum.

Set-up charge: \$75

### Special handling

The Museum reserves the right to restrict the reproduction of materials in the collections based on conservation and preservation concerns. An additional fee may be incurred by the applicant for new photography of objects that require special handling.

## Use

The use fee charged by the Museum will be based on a number of factors including purpose, commercial or non-profit status of applicant, and publication run.

### Commercial use

Editorial (within books, periodicals, or other published works):	
(fewer than 10,000 copies)	\$75 (b/w) \$150 (color)
(more than 10,000 copies)	\$125 (b/w) \$250 (color)
E-book or website	see editorial rates
Cover	\$300
CD/DVD – still (fewer than 10,000 copies)	\$300
CD/DVD – still (more than 10,000 copies)	\$500
Moving picture (broadcast production, video, website)	\$100 (b/w) \$200 (color)
Bundle (single project producing different formats)	price upon request

### Non-profit use

Editorial (within books, periodicals, or other published works):	\$30 (b/w) \$50 (color)
E-book or website	see editorial
Cover	\$150
CD/DVD – still (fewer than 10,000 copies)	\$100
CD/DVD – still (more than 10,000 copies)	\$200
Moving picture (broadcast production, video, website)	\$50 (b/w) \$100 (color)
Bundle (single project producing different formats)	price upon request

### Exhibitions/Theses/Dissertations

Although permission must be obtained to use an image in an exhibition (non-profit), master's thesis, or dissertation, use fees are usually waived. Production fees may apply.

### Special requests

Production and use fees for special projects will be provided upon request.

### Delivery & related fees

Digital images saved to a CD	\$5
Postage	\$5 minimum

Payment is required prior to delivery and publication. The Museum reserves the right to revoke permission to reproduce based on failure to pay, poor image quality, or other breaches of signed agreement. The Museum also reserves the right to deny requests at its discretion. Payment should be in the form of check made payable to the Robert E. Lee Memorial Association (RELMA). Digital images will be sent upon receipt of payment; please provide four weeks for processing of prints.