

APPLICATION AND POLICY FOR IMAGE USE AND REPRODUCTION

Policy Statement

The Image Use and Reproduction Policy of the Logan Museum of Anthropology pertains to original photography of collection objects and the reproduction or electronic transmission of Museum images from slide, negative, transparency, print, or digital format. The Policy is governed by the Conditions set forth on page two of the Application. There are generally two categories of use:

1. **Non-commercial:** includes publications, broadcasts, exhibitions, and electronic transmissions that are educational in character and are given away for free or for nominal charge.
2. **Commercial:** includes publications, broadcasts, exhibitions, and electronic transmissions that will be sold to the public for profit.

Use Fees

No Intent to Publish: There is no use fee charged for the one-time use of an image that will not be published. Such images are requested for research or teaching purposes.

Intent to Publish:

1. **Non-commercial:** Use fee normally waived. A complimentary copy of the publication in which the reproduction appears is required.
2. **Commercial:** The standard one-time use fee per image, per medium is \$75.00. This fee is subject to change.

Original Photography Fees: Requests for publication quality images are contracted off-site or produced in-house depending on the media requested. All fees associated with original photography are the responsibility of the requestor. Off-site studio time may range from \$65-\$150 per hour plus film or digital processing fees. Original photography fees are in addition to use fees for commercial use. Non-publication quality images can be produced in-house at the expense of the requestor. An hourly fee of \$25.00 will be charged for staff time required to produce publication and non-publication quality images for commercial purposes.

Shipping and Handling: A shipping and handling fee may apply. An additional fee may be charged for rush orders and international orders.

Requestor: contact name, organization, address, telephone, and email.

Image and Format Requested: catalogue number, media or file type, and image size.

Proposed Use: provide full citation, print run, language of print, and purpose for use.

Required Credit Line: *Logan Museum of Anthropology, Beloit College.*

Conditions Governing Use and Reproduction

Permission to produce original photography and reproduce images from works owned by the Logan Museum of Anthropology is conditioned upon acceptance of these regulations:

1. Permission to use is granted for **one-time**, non-exclusive use in one publication, one edition, one language, one media and for the purpose expressly outlined on page one of the Application. Video and motion picture filming requests require special consideration.
2. Further use and reproduction requests shall require an additional fee and the completion of another Application for Image Use and Reproduction.
3. In all cases of publication, reproduction, exhibition, broadcast, or electronic transmission, Logan Museum of Anthropology, Beloit College must be cited as the source. The credit line requirement is specific to each use request and will be specified by the Curator of Collections. The required credit line appears on the face of the Application.
4. All reproductions or electronic transmissions must be made from photographic materials supplied by the Logan Museum.
5. The Museum will attempt to provide accurate and up-to-date information regarding the copyright status of specific work requested. However, it is the responsibility of the requestor to obtain all needed rights. Beloit College provides no representation or warranties about ownership of rights.
6. Logan Museum images may not be used as endorsement for commercial products.
7. Images obtained through the Logan Museum must be used in a manner consistent with the mission of the Museum.
8. The requestor must send **one complimentary copy** of the publication(s) in which the reproduction appears to the attention of the Curator of Collections.
9. The Logan Museum of Anthropology Curator of Collections (Nicolette B. Meister) grants image use and reproduction rights. Direct requests to her attention.

Requestor, Title

Date

Authorized Museum Representative, Title

Date

Please sign this form, retain a copy for your files, and return the original to the Curator of Collections.