

ARCHIVES AND ART/CULTURAL ITEMS COLLECTIONS

All fees are **per image** unless otherwise noted. Image use requests involve both a **Base** fee and a **Use** fee (for publishing, exhibit, etc.). Requests for fee estimates must be submitted in writing by completing the Rights & Reproduction form.

Normal turnaround time for requests submitted with complete paperwork and payment is 2-3 weeks. Orders with incomplete paperwork, large or complex orders, orders involving new photography, mock-up review, or custom requests will take longer. Rush orders may be available on a case-by-case basis for 100% surcharge and may not be eligible for discounts.

Discounts may be available on a case by case basis for bulk orders, community partners, students, and photos of family. Unless otherwise noted, 501(c)3 organizations are eligible for a 50% discount on Use fees only.

BASE FEES

Digital File - \$20

Image file size will vary according to the nature of the request and policy restrictions. Files can be delivered via online file transfer site. Alternate delivery is available via CD_R and mailed via US Postal Service for an additional \$10 shipping/handling fee.

New Photography Fees - tbd

Fees are determined on a case by case basis if there is no existing image of desired art/cultural item or oversized photograph/map; if a particular view, detail or setup is required; or if a higher resolution file is desired. This request may not be eligible for expedited delivery.

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

International shipping will be extra, based on destination.

USE FEES

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

Publications

Book, report, monograph, magazine, journal, newspaper	\$50
eBook	\$100
Brochure, newsletter, flyers, advertisements	\$50
Video/Film (tv broadcast, streaming, etc)	\$200
Posters	\$150 (non profit only)
Social Media (Facebook, Instagram, etc)	\$25
Online media (website, apps, etc)	\$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.

Exhibition or Public Display

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

Non-profit/commercial	\$25/\$50
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