

## PHOTO ORDER FORM

The History Museum on the Square offers the general public, scholars, and researchers the opportunity to purchase high resolution digital images of materials in our archive. Image fees support the History Museum on the Square in its mission to preserve and exhibit the diverse history of Springfield and Greene County. All fees are per high resolution, publication quality digital image files. **Payment is non-refundable.**

### CONTACT INFORMATION

<b>Date of Order:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

### PHOTO ORDER INFORMATION

Accession #	Location (Collection/Box #/Folder #)	300dpi-1200dpi	Above 1200dpi	Usage Fees	Quantity	Cost
Special Instructions:				<b>Subtotal</b>		
				<b>USB</b>		
				<b>Rush Order</b>		
				<b>Grand Total</b>		

**Please select Image Use:**     Personal/Non-Profit (501 C3)     Commercial Use     Publication

**Please select Image Resolution:**     300dpi     600dpi     1200dpi     Other \_\_\_\_\_

**Please select Image Format:**     TIFF     Other \_\_\_\_\_

STAFF USE ONLY				
Date Received:	Payment Type	Date Filled	Date Paid	Staff Initials
<b>Notes:</b>				
Name on Card	Card Number	Exp. Date	CVV	Zip Code

## PHOTO ORDER FEES AND DIRECTIONS FOR ORDERING

### Making the Order:

Please complete the Photo Order Form and Image Use Agreement. You will need the photo's accession number and Location (Collection name, Box number, and folder number). These can be found in our photo archive which can be searched at <http://archives.historymuseumonthesquare.org/>. Please be as specific as possible when requesting an image.

Once the photos have been chosen and recorded, please indicate the resolution, format, quantity, and intended use on the photo order form. Submit completed Photo Order Form and Image Use Agreement to the museum archivist: [lindsey@historymuseumonthesquare.org](mailto:lindsey@historymuseumonthesquare.org).

Orders take from 10 to 20 working days. If images are need sooner, a rush order may be requested for double the image fees (not including use or other additional fees). A rush order will be completed in 3-5 working days. Image files will be delivered in the format indicated on order form via <https://wettransfer.com/> link(s) unless a different delivery method is indicated in the Special Request section. Image files can be delivered using a USB instead of digital links, if indicated on photo order form. Images are delivered with rights and permissions granted, after full payment is received.

### Payment Options:

The History Museum on the Square will accept cash, check, Visa, MasterCard, American Express, and Discover as payment for digital photo reproductions. Staff will call for card information; please indicate availability in the Special Instructions section of the order form. Regular office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. (Central Time).

### IMAGE PRICES

Resolution	Price
High Resolution (300dpi-1200dpi)	\$25 per Image
Highest Resolution (above 1200dpi)	\$50 per Image

### USAGE FEES\*

Use/Publication	Fee
Personal/Non-profit Use	No Fee
Commercial use	\$10 per Image
Publication	\$100 per Image

### ADDITIONAL FEES

USB (16GB)	\$15 per USB
Rush Order	2 x Image Cost (Commercial Use and Publication fees do not change.)

\***Personal/Non-Profit Use** includes personal use such as private display in a home or the use of an image by a *non-profit* organization.

**Commercial Use** includes any commercial application such as corporate/public display, advertising, and marketing in any form. Commercial use also includes presentation made to public or private audiences.

**Publication** includes use of images in any published form including print (books, periodicals, magazines, newspapers, etc.), electronic/digital, including web publication, film, microfilm, or videotape.