



## 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 and format on the photo order form. Submit completed Photo Order Form and Image Use Agreement to the museum archivist: [elisabeth@historymuseumonthesquare.org](mailto:elisabeth@historymuseumonthesquare.org).

Orders take from 10 to 20 working days. If images are needed 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 5:00 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	\$100 per Image
Public Display	\$75 per image
Publication	\$50 per Image
Social Media	\$10 per Image

### ADDITIONAL FEES

Multiple use of photo- Publication.	\$20 per Image
Multiple use of photo- Commercial	\$40 per Image
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. Images cannot be used on a website, reproduced or put on public display.

**Commercial Use** includes any commercial application such as advertising and marketing in any form. Commercial use also includes presentation made to public or private audiences. One time use only.

**Public Display** includes long-time/permanent display of images in lobbies, restaurants, businesses, etc.

**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. Use of image in such publications must have a non-advertising, non-promotional or non-fundraising purpose. One time use only. Proper acknowledgements must be included in publication.

**Social Media** includes the posting of images on Social Media platforms (Facebook, Instagram, Twitter, etc.) Proper acknowledgements must be included in Social Media post.