IMAGE REPRODUCTION REQUEST FORM

ORDER INFORMATION

Please use this form to request a quote for digital or print reproductions of materials from the collection holdings of the Chicago History Museum.

Ordering Process

In order to serve you as efficiently and effectively as possible, we require all inquiries regarding permissions/reproductions to be submitted in writing. To ensure that we have all the information we need to provide a quote, please fill out the attached form and email (preferred), fax or mail the form to the address listed below. After receiving your request, our staff will email you a quote based on the statement of use and format requested, followed by a contract/invoice upon your acceptance of the quote. After we receive payment and a signed contract, your order will be processed. Digital files will be delivered via an FTP site and downloading instructions will be provided to you by email. Prints will be shipped via USPS and cannot be picked up at the Museum.

Pricing

The cost to obtain an image will vary depending upon your anticipated use and the file resolution or print size you require. Please refer to our fee schedule for pricing information at the website listed below. The total cost will be the sum of the use fee and the production fee. www.chicagohistory.org/research/rightsreproductions

Turnaround Time

Due to a large volume of requests, it may take 1–2 weeks for you to receive a reply via email to your initial request. Turnaround time is approximately 2–3 weeks from receipt of payment, though additional time may be necessary depending upon the nature of the specific order and the availability of the requested images. Rush services may be available upon request (at the Museum's discretion) for an additional fee.

Payment

Prepayment is required for all orders. You may pay by credit card (Visa, MasterCard, and American Express), money order, cash, or domestic checks. For overseas payments, bank transfer payments may be arranged for an additional surcharge. We are unable to accept international checks.

E-mail (preferred), fax or mail the completed form to:

Chicago History Museum Rights and Reproductions Department 1601 N. Clark St. Chicago, IL 60614 <u>rightsrepro@chicagohistory.org</u> Fax: 312.266.2076 Questions? Please e-mail: rightsrepro@chicagohistory.org

Please note that due to the large volume of requests, Rights and Reproductions cannot accept phone calls.

CONTACT INFORMATION

Name: Company/Institution (if applicable): Address (City, State, Zip): Email: Phone:

IMAGE REQUEST

Please provide a list of your requested images below, along with information to help us identify the original object. Where known, include any image IDs that have a prefix of ICHi, DN, SDN, or HB. Please provide the collection title, creator name, and other citation information, such as the call number, box number, folder number, folder heading, accession number, and/or brief descriptions. Links to the image on a website may also be provided with a short caption. If you require additional space, please use the "additional information" section at the end of this form. Please attach any reference images to your email or hard copy form.



STATEMENT OF USE

To the best of your ability, please provide us with information on your intended use of the requested materials by checking one or more of the boxes below and filling in the requested information. Where unknown, feel free to ask questions or provide us with additional usage information in the "additional information" section at the end of this form.

□ Research, education, or reference

□ Print or electronic publication

Nonprofit or commercial:

Title of while the second	
Title of publication:	
Author name(s):	
Publisher:	
Print run: 1–5,000 5,001–50,000 50,001–100,000 100,001–500,000	Other:
Single country (provide name) or worldwide distribution:	
Electronic edition (y/n):	
Promotional rights (y/n):	
List any images used on cover or exterior:	
Any additional rights:	

□ Television, film, or video

Nonprofit or commercial use:

Title of production:
Production company:
Distribution method:
Single-country (provide name) or worldwide distribution:
Promotional use, including web (y/n):
Set dressing/deep background (y/n):
Term requested: 🗌 1–5 years 🛛 5–10 years 🖓 Other (please specify):

Exhibition

Nonprofit or commercial:

Title of exhibition:

Venue or location:

Duration of exhibition:

For use in exhibition catalogue (y/n):

If used in exhibition catalogue, please complete "print or electronic publication" section above.

Internet

Personal, nonprofit, or commercial:

Title of website or project:

URL:

Term requested: \Box 1–5 years \Box 5–10 years \Box Other (please specify):

□ Marketing, promotional, or advertisement

Nonprofit or commercial:

Local/regional, single country, or worldwide:
Print ad, television ad, or other:
Duration of ad campaign:

Décor

- 🗆 Home décor
- □ Non-residential décor

Nonprofit of commercial:

Public or nonpublic display:

□ Dissertation

Author:

Title:

□ Other

Please specify:

FORMAT

□ Permission only (digital or print images not required)

Digital Files

- □ 150dpi JPEG (reference quality)
- □ 300dpi JPEG or TIFF (editorial quality)

□ 600dpi JPEG or TIFF (high-resolution)

□ 1200dpi TIFF (super high-resolution)

Photographic Prints

□ 8 x 10 in. □ 11 x 14 in. □ 16 x 20 in.

□ 20 x 24 in.

All file resolutions are based on actual size of the object. Refer to the fee schedule for reproduction pricing based on file resolution and print size.

DELIVERY METHOD

- □ Permission only
- \Box Digital download
- \Box CD (+\$2.00 USD) Please indicate your preferred shipping method below.
 - □ US Postal Service (no additional shipping cost)
 - □ FedEx (additional shipping charges billed to customer)

Deadline for delivery:

Standard turn-around time is generally 2–3 weeks from receipt of payment. Rush service may be available upon request for an additional fee, however it may not be granted for large or complex orders.

ADDITIONAL INFORMATION

Please use this space to provide any additional information about your request, including additional requests for materials.

Thank you for your request! You will receive an email from <u>rightsrepro@chicagohistory.org</u> in approximately 1–2 weeks.