

# MATTATUCK MUSEUM

## RIGHTS AND REPRODUCTIONS

### Permissions and Fees

#### Placing an Order

Images of archival materials and artwork in the collection of the Mattatuck Museum are available for approved uses. All requests for images and permissions must be submitted in writing by letter and emailed to [suzie@mattmuseum.org](mailto:suzie@mattmuseum.org) or faxed to (203) 756-6283.

Orders should include as much information about the requested image as possible. This helps to expedite your order and ensure that the correct image is provided. Also, specify the format in which you wish to receive the image. Please fully describe the purpose(s) for which you will be using the image: e.g. study, in school report, in book text, exhibition catalogue, cover art for a publication, scholarly journal and so forth. Please indicate any deadline and date by which the image is needed, your e-mail and full mailing address.

#### Contract and Payment

Orders are handled in the order in which they are received. Please allow 4 weeks for delivery of reproductions.

You will receive an e-mail response stating the total fee for your request, based on our Fee Schedule. Permission to reproduce material from the collection must be granted and is at the discretion of the Mattatuck Museum. Images cannot be altered with special permission from the Mattatuck Museum. A contract and invoice will be e-mailed, faxed or posted to you. Prepayment is required. For your convenience, the Museum accepts Mastercard, Visa, Discover, and American Express. You may also pay by check, which should be made payable to the Mattatuck Museum.

#### Filling Orders

Materials are usually sent within four weeks after receipt of payment and signed contract. If the paperwork and receipt of materials must be completed within two weeks, please let us know so we may expedite the order, which incurs a rush fee for an additional 100% cost; be advised this service is only available to those who supply credit card details at time of order. All other orders wishing to be processed as soon as possible are strongly encouraged to provide credit card details. Credit card details may be called in to (203) 753-0381 x112.

#### Available Images

Although a significant portion of the Museum's collections have been photographed, images for some works are not readily available. In such instances, you will be notified and given the option to request new photography for an additional fee. New photography usually requires six to eight weeks to complete and payment is required.



## Photographic Service Price List

Photographic Prints	Commercial Use	Non-Profit
B&W 8 x 10 photograph from existing negative	\$50	\$25
B&W scan of archival photography	\$50	\$25
8 ½ x 11 B&W inkjet print from existing scan	\$15	\$10
8 ½ x 11 color inkjet print from existing scan	\$20	\$15
 <u>Color Transparencies/Digital Images</u>		
Color transparency 3 month rental	\$100	\$50
Late fee per month	\$25	\$25
Slide rental 33 mm 3 month rental	\$15	\$10
Color Xerox	\$10	\$5
Digital file .tiff or jpeg from existing scan	\$40	\$30
Digital file low-resolution 75 dpi .tiff or .jpeg	\$20	\$15
 <u>New Photography</u>		
New photography 2-D	\$200	\$150
New photography 3-D	\$250	\$200



## Reproduction Fees for Editorial Use per 5,000 printing

Purchase or rental of photographic material does not constitute an authorization to display, publish, or reproduce that material. Permission is granted by contract only. The amount of authorization fee is dependent upon the nature and purpose of the display or publication involved. All rights granted are non-exclusive and one-time.

<u>Special Usage</u>	<u>Commercial Use</u>	<u>Non-Profit</u>
Calendars, posters, television	\$500	\$250
Cover use fee	\$300	\$175
CD-Rom	\$150	\$100
Internet/Website	\$250	\$100
<u>Permission to Publish Fees - North American One-Time Use</u>		
Black & white interior	\$60	\$40
Color interior	\$100	\$75
Cover use	\$300	\$150
Print run over 5,000	\$300	\$150
World rights	Fee plus \$50	Fee plus \$25
Reuse	Fee minus 25%	Fee minus 25%
<u>Shipping and Handling Fees</u>		
Domestic Federal Express	\$25	\$25
Foreign Federal Express	\$45	\$45
Domestic US Postal Service	\$5	\$5
Overseas US Postal Service	\$10	\$10
Rush Fee	\$50	\$50

Please allow 2-4 weeks for initial processing. Once payment has been received, please allow an additional one week for the images to be mailed to you. High resolution digital files cannot be sent via e-mail. Large orders or requests for which new photography must be ordered will take longer. Note that requests sent with missing information may be delayed. Rush services are available and will be rendered within five working days after payment is received.

