FEE SCHEDULE

• Pre-payment in United States currency only. Allow 4-6 weeks for delivery
• A $50 surcharge will be added for all orders requiring waiver of pre-payment
• Rush service mailing by FedEx, payable by the recipient
• Memorial Art Gallery requires 2 complimentary copies of Publications

Sales of Photographic Materials
- Black and white photographs, 8 x 10, standard view $20.00
- Color 35 mm slides, standard view (may not be used for reproduction) $8.00
- Digital images (one time use only, to be destroyed after publication) $200.00
- Overhead transparencies from digital, low-resolution (educational use only; not for reproduction) $5.00

Rental of Photographic Materials
- Color Transparency (12 month rental) $200.00
- Replacement for damaged/lost transparency or after 12 month period $200.00
- New photography, as necessary (minimum fee) $100.00
  - All transparencies remain the property of the Memorial Art Gallery and MUST be returned to the Gallery
  - Memorial Art Gallery may require approval of color reproductions prior to publication.

Reproduction Fees (one image, one time, one language, non-exclusive use)

Print and CD-ROM publications
- Non-Profit rate * $65.00
- Dissertation/Thesis waived
- Commercial rate $150.00
- Institutions borrowing a MAG work for exhibition waived

Cover/dust jacket (Additional fee) $100.00

Additional language uses
- Two languages (English and one other) $175.00
- Three languages (English and two others) $225.00
- World rights $300.00

Web publications
- Non-Profit rate * $65.00
- Commercial rate $250.00

Film, Video, Television $350.00

Commercial Products
- Calendars, note cards, postcards, poster, merchandise, etc. $200.00

*Non-profit rate is defined as non-profit publishing (museum, university, educational non-profit institutions) with a print run under 2000 copies.

Postage
- US mail $3.00
- International airmail $5.00
- FedEx paid by recipient
APPLICATION FOR PERMISSION FOR REPRODUCTION RIGHTS

Please read carefully and sign if in agreement. Return application to the Memorial Art Gallery. Upon granting your request, the original copy will be sent to you as your permission. Failure to sign will be regarded as a cancellation of the request.

Applicant
Contact Person_________________________________________________
Phone (___)_____________ Fax (___)_____________
Institution____________________________________________________________________________
Address______________________________________________________________________________
City________________________________State_____________Zip___________
Email___________________________________________

Proposed use
Publication, the following information is required:
Author (s)______________________________________________________________
Title__________________________________________________________________
Publisher______________________________________________________________
Date of Publication__________________Production run_____________
Reproduction:    black-and-white_______  color _______   Detail _______Cover______
Language: English_______  English + one other ______  English + two others _______  World Rights____

Web Site Publication (color only. MUST link back to Memorial Art Gallery web site)
Education________Limited Access________
Commercial_________

Non-Publication
Film, Video, Television
Title______________________ Producer ___________ Medium_____________U.S. Rights_____World Rights_____ 
Commercial Product
Type___________Production run___________Name of Distributor _______________________

Request is made for the following
8 x 10 glossy print ____  color transparency ____digital____(format)_____(Resolution)_____

SUBJECT TO THE CONDITIONS AS OUTLINED UNDER GENERAL CONDITIONS, I/WE REQUEST PERMISSION TO REPRODUCE THE FOLLOWING OBJECT IN THE COLLECTION OF THE Memorial Art Gallery of the University of Rochester.

Artist  _____________________________________________________________
Title/Date  _____________________________________________________________
Medium  _____________________________________________________________
The attached documentation, credit line and photo credit (if available) must appear in immediate proximity of the reproduction(same page, opposite page or on the reverse..

I have read and understand the conditions as outlined on General Conditions page, and agree to comply with these conditions and all copyright restrictions.

_________________________________________ Date ___________

The Memorial Art Gallery of the University of Rochester grants permission.

_________________________________________ Date ___________
General Conditions Governing Reproduction Rights

1. Permission is granted for one-time, non-exclusive use, in one publication, one edition, and one language, unless duly stated.

2. If you are requesting permission to reuse an image you already have, please indicate when and where you obtained it.

3. The image must be reproduced in its entirety.
   a. No cropping, bleeding or retouching is allowed
   b. Nothing may be superimposed on the reproduction
   c. The reproduction may not be superimposed on anything
   d. The reproduction may not be reproduced on color stock
   e. The reproduction must be full-tone black-and-white or color
   f. The reproduction may not appear in the exact dimensions of the original work of art, but must be of a size sufficiently larger or smaller
   g. Details will be considered and require specific application.
   h. Reproductions for cd-rom or web must be 72 dpi.

4. Color slides may not be used to make reproductions, in any form. Color slides may not be duplicated.

5. All color transparencies remain the property of the Memorial Art Gallery of the University of Rochester

6. If an object has not been photographed, new photography may be requested. Please allow at least 4 – 6 weeks for processing, with an additional fee. New photography of oversize and/or fragile objects is at the discretion of the curator and may require additional processing time.

7. If the reproduction is to appear as a three-dimensional replica, on a dust jacket, calendar, brochure poster or the like, a layout or a model must be submitted for the museum’s approval and an additional fee will apply. If the commercial product is an item that can be sold in the museum store (calendars, notecards, engagement books, etc.) an agreement may be negotiated for a quantity of the product in lieu of additional fees.

8. Submission of color proofs is required by the museum before color print reproduction will be approved.

9. Two complimentary copies of the publication must be sent to the Memorial Art Gallery of the University of Rochester.

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