



Image Reproduction & Use Fee Schedule

Photograph and Digital Image Reproduction Services (per image)

The following prices are for digital image black & white or color photographs/reproductions (600DPI)

4x6"	\$15
5x7"	\$20
8x10"	\$25
35mm slide	\$15
Panoramic	\$60
Oversized Images (price determined on a case by case basis)	-

Publication Use (per image)

commercial publishers, businesses, individuals	\$75
multi-media, internet	\$125
scholarly, small-press	\$30
periodical, newspaper, or journal article (commercial)	\$40
periodical, newspaper, or journal article (scholarly)	\$30
thesis, dissertation (unpublished)	\$0

Exhibition Use (per image)

Non-profit businesses, educational agencies	\$30
For-profit businesses, individuals	\$50

Multimedia Use (per image/ single use)

Television Broadcast/ Film/ Video Non-profit businesses, educational agencies	\$40
Television Broadcast/ Film/ Video For-profit businesses, individuals	\$60
Website/Internet Non-profit businesses, educational agencies	\$50
Website/Internet For-profit businesses, individuals	\$70

Shipping Charges

Regular postal delivery	\$10
Rushed Postal delivery (FedEx, etc.)	\$50
USB	\$20

Rush Fee

Within one week	\$50
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Conditions of Use for Reproductions

1. All requests to reproduce BHA's holdings, which may include objects, photographs, film, video, images of manuscripts, maps, books, and other documents, must be submitted by application. By signing this application, the applicant agrees to abide by all terms, conditions, and provisions of this agreement.
2. Permission for reproduction is limited to the applicant and is nontransferable. Permission for reproduction is granted only for the expressed purpose described in this application. No further reproductions are to be made without written consent from the Brownsville Historical Association (BHA).
3. It is the responsibility of the publisher to directly contact the copyright owner if copyright is not owned by the BHA. The BHA assumes no responsibility for infraction of copyright laws, invasion of privacy or improper and / or illegal use that may arise from reproduction of this image.
4. Full documentation credit, as supplied by the BHA, must appear in immediate proximity to the image, or in the section devoted to photographic credits. Abbreviations are not permitted. In the case of television, films or filmstrips, the credit line must be included in the credits and / or accompanying materials. Please include the following image credit so that others may find and use our resources: "Image courtesy of the Brownsville Historical Association."
5. Each image must be reproduced unaltered and, in its entirety, unless approved in advance by the BHA. The reproduction must not be cropped, reprinted on color stock or with colored ink nor have anything superimposed on the image, or bleed off the page.
6. Upon date of publication, one complete gratis copy of each publication in which the reproduction appears will be sent to the Collections Manager at the BHA.
7. In all instances, the application agrees to hold the repository and its agents harmless against any and all claims arising or resulting from the use of the material and shall indemnify the Museum and its agents for any and all costs and damages arising or resulting from any such unauthorized use.

By signing this application, I accept personally and on behalf of any organization I represent, the conditions set forth above.

Name (please print): _____

Signature: _____ Date: _____

BHA staff signature: _____ Date: _____



Image Reproduction Request Form

Name: _____
 Institutional Affiliation: _____
 Address: _____ Phone: _____
 E-Mail: _____
 City: _____ State _____ Zip: _____
 Date of Request: _____ Date Required: _____

	Identifier (e.g. catalogue number, collection name, folder number) and Description	Intended Use	Resolution or Print Size	Qty.	Price	
Ex.	Robert Runyon Photography Collection-2008.002.110.	Commercial Publication	600DPI	1	\$75	
1.						
2.						
3.						
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5.*						
*For more than five items, fill out an additional Reproduction Form.				Total (including shipping)	1	\$75

By signing this form, the applicant agrees to the terms and Conditions of Use and is responsible for payment of all applicable image production costs, reproduction use fees, late fees, and mailing charges. Payments must be made at time of order. This form acts as an invoice. Proceeds from reproduction sales go towards preservation of photographs and archival materials. Orders take approximately 2 weeks from the date of request.

Name (please print): _____
 Signature: _____ Date: _____

Administration Use Only

Order Taken By: _____

Method of Payment (circle one): Credit card/ Cash/ Check Payment Date: _____

Delivery Method (circle one): In Person/ Mail/ Electronic Items Delivered: _____



Additional Reproduction Request Form

	Identifier (e.g. catalogue number, collection name, folder number) and Description	Intended Use	Resolution or Print Size	Qty.	Price
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22.					
*For more than five items, fill out an additional Reproduction Form.				Total	