

## Photograph and Visual Image Order Form

**Requester:** To order publication quality copies of photographs and other visual images from the UMKC University Archives collections, complete this Order Form and sign at the bottom indicating that you accept the conditions in the UMKC University Archives “**Letter of Agreement** for the use of photographic and other visual images”. Return both pages along with the correct payment. A photocopy of this order form will be sent to you with your order; the original will be retained on file at UMKC University Archives.

Today's Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Requester: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of the proposed use of the requested material:

Publication/exhibit

Personal research

Presentation/Lecture

Television/Video

Educational, non-commercial

Digital Publication

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated date of completion of project: \_\_\_\_\_

Material Requested	
Coll/neg #	Description <input type="checkbox"/> See attached sheet(s)
1.	_____
2.	_____
3.	_____
Size:	<input type="checkbox"/> 8x10 <input type="checkbox"/> 5x7 <input type="checkbox"/> 4x5 <input type="checkbox"/> 11x14 <input type="checkbox"/> other _____
Special instructions:	_____ _____
Method of Delivery:	<input type="checkbox"/> pick up <input type="checkbox"/> 1st Class Mail <input type="checkbox"/> electronic <input type="checkbox"/> FedX/UPS _____ <small>Account to be charged</small>

The CONDITIONS of the UMKC University Archives “**Letter of Agreement**” are approved and agreed to by:

Requester's Signature: \_\_\_\_\_

Requester's Title: \_\_\_\_\_ Date: \_\_\_\_\_

Use Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Rights owned by UMKC University Archives:  Yes  No \_\_\_\_\_  Not known

Production Cost: \_\_\_\_\_ Use fee: \_\_\_\_\_

## Photograph/Visual Image Use Fee Schedule

Use in any medium requires written permission from the Associate Director of UMKC University Archives. The user assumes all responsibility for questions of copyright that may arise in the duplication and use of the material.

### *Use Fees for still images*

*A letter of intended use and request to publish or exhibit must be filed prior to the reproduction of any photograph or digital image (see Photograph and Visual Image Order Form). Fees will be waived for the Donor of an item. Fees may be waived for students, government agencies, faculty and University offices, and for curricula development projects. Request for waiver of fees should be submitted to the Associate Director, WHMC-KC/UMKC-UA.*

Personal use (Fees may be waived at the discretion of the Associate Director) \$10.00 per image  
Not-for-profit organizations.....\$10.00 per image  
(Must be accompanied by documentation of state or federal not-for-profit status)  
For-profit/commercial publications, media productions, and Web sites \$50.00 per image  
For-profit/commercial displays and merchandising .....\$75.00 per image

Price listed is the cost per image. Fees listed are separate from, and in addition to, duplication fees. Fees are subject to change without notice.

## Letter of Agreement

for the use of photographic and other visual images

In accepting the image supplied, you agree...

1. To use the image only once and only for the purpose described on the Photograph and Visual Image Order Form. Any subsequent or different use of the image (including, but not limited to, subsequent editions, book club or paperback editions, dust jackets, covers, endpapers, use in a broadcast or print advertisement, CD-ROM editions, redistribution in additional languages, sale of broadcast productions as videos for the home market, etc.) not specified in this agreement constitutes a reuse and must be applied for in writing. A signed *Letter of Indemnification*, which will state the rights granted, will be required for all publication use.
2. Not to reproduce this image except as is necessary to exercise the rights authorized by this agreement.
3. Not to transfer, sublicense, or sell the rights authorized by this agreement or to permit others to reproduce the image or any facsimile of it by any means for any purpose.
4. Not to give the photograph or image to another archives, library, historical society, or other such agency.
5. To credit properly. The following is the basic credit line: "From the UMKC University Archives". Additional guidelines concerning proper crediting are provided below.
6. When requested, to give to UMKC University Archives one complimentary copy of any work in which the image appears.
7. That in authorizing the use of this image, UMKC University Archives does not surrender its own right to use it or grant others permission to do so.
8. To assume all responsibility for complying with the laws of copyright, libel, privacy, and literary property rights involved in copying and/or using materials from the UMKC University Archives, and holding the University and its collection donors harmless for questions that may arise from the use made of the supplied image.
9. That any exceptions or additions to these Conditions will be appended to, and will be considered part of, this Letter of Agreement.
10. To pay all costs associated with providing this footage and applicable use fees.

### RECOMMENDED GUIDELINES FOR CREDITING

Our basic credit line is "From the University of Missouri-Kansas City University Archives" (shortened to "UMKC University Archives"). When appropriate, the name of the series from which the image comes should also be cited (i.e. "The College of Arts & Science photo series in the UMKC University Archives" and the photographer's name, if provided, should be included in the credit line.

Crediting of the image at the point where it is used, on the same page or the page facing the image, is preferable in all cases; otherwise, include the credit with the other "Sources of Illustrations."

With films, filmstrips, videotapes, broadcast productions, CD-ROM products, and videodiscs, etc., include the credit with the other "Sources of Illustrations." In publications that accompany such products, credit at the point where the image is discussed.

With exhibitions and other displays, credit within the exhibition area.

Whenever possible, please indicate in the accompanying caption or label any and all changes made to the original image such as taking a detail, superimposing, tinting, etc.

## Photo Reproduction Fee Schedule

When ordering reproductions, please include identification numbers, any published references, and photocopies of the images. Also please state the intended use of the images requested. Any special printing, cropping, handling, or mailing instructions should be included with the order. Unless otherwise specified, 8"x10" prints on rein-coated paper will be provided. Negatives are not supplied. Other photographic services may be available subject to additional fees. All fees represent current cost and are subject to change. All sales are final. Some material may not be available for copying due to restrictions. The user must assume all responsibility for questions of copyright that may arise in copying and in the use of copies. A signed *Letter of Indemnification*, which will state the rights granted, will be required for all publication use.

### TURN-AROUND TIME:

- Standard Service: The normal turn-around time for an order is 2 weeks from receipt of the completed and signed Letter of Agreement and payment to the time we ship the order.
- Expedited Service: For orders shipped in less than 2 weeks a 50 percent surcharge will be added to the order.

### PRODUCTION FEES (additional use fee may apply):\*

#### *Photographic copy* (use fee may apply)

Special pricing for photographic prints will be quoted at the time of the order.

Additional charges may be made for RUSH orders.

All negatives produced are the property of the University/State Historical Society of Missouri unless otherwise agreed to at the time of the order.

#### *Digital Imaging* (use fee may apply)

Scan to digital image (approx. 8" x 10" at 300 dpi; originals under 11" x 17") \$10.00 per image

Preview (if already digitized; approx. 4" x 5" at 72 dpi; not for publication) \$2.00 per image

Oral history transcripts (if already digitized)..... \$10.00 per transcript + CD and \$2.00 postage

Microfilm/books (jpg or pdf)..... \$2.00 per item + CD and \$2.00 postage

**Oversize or special orders may require an additional \$25.00 service charge**

**PLUS** cost of delivery method: ..... web/email \$2.00 per order

CD.....\$5.00 per CD + \$2.00 postage

Printed, regular paper (8.5" x 11") ..\$.20

Printed, photo paper (8.5" x 11").\$15.00 + postage

\* Prices subject to change without notice. All purchases subject to Missouri Sales Tax.