

## RIGHTS AND REPRODUCTIONS REQUESTS

*This form is not intended for Museum staff use. For internal requests, please use the Photography Request Form available on the intranet.*

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**The Rights and Reproductions department provides the following to publishers, authors, scholars, and the general public:**

- Images from the collection of the Philadelphia Museum of Art

AVAILABLE FORMATS:

Color transparency  
High-resolution digital  
Black-and-white print  
Black-and-white scan

Not all works are available in all formats. We will inform you if your selected format is unavailable.

- New photography when a preferred format is unavailable
  - Reproduction permission for objects in the collection
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### PROCEDURE

Complete the Request for Images/Use of Images form and submit it via:

E-MAIL: [rightsandrepro@philamuseum.org](mailto:rightsandrepro@philamuseum.org)

FAX: (215) 235-0034

MAIL: Philadelphia Museum of Art  
Rights and Reproductions  
PO Box 7646  
Philadelphia, PA 19101-7646

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### PAYMENT AND PROCESSING

Please allow 4 weeks for processing requests. You may inform us if you have a deadline and we will do our best to expedite your request. A rush fee may be implemented in some cases.

The image will be mailed with all appropriate permission forms, invoices, and payment options. We currently accept major credit cards, checks, and bank transfers.

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## REQUEST FOR IMAGES/USE OF IMAGES

*Please return this form by e-mail, fax, or mail.*

### OBJECT INFORMATION

Please provide as much information as possible.

Title \_\_\_\_\_  
 Artist/Maker \_\_\_\_\_  
 Accession number \_\_\_\_\_  
 Additional information \_\_\_\_\_  
 \_\_\_\_\_

### PREFERRED FORMAT

Indicate your first (1) and second (2) choice of formats.

- \_\_\_ Color transparency (4 x 5 in.), \$150 for three-month rental
- \_\_\_ High-resolution digital (600 dpi with proof print), \$150
- \_\_\_ Black-and-white print (8 x 10 in. glossy), \$25
- \_\_\_ Black-and-white scan (from negative) \$50
- \_\_\_ No photographic material needed.

*We can only approve images for reproduction if they have been obtained directly from the Museum. No scans, copies, etc. will be approved.*

### SPECIFIC USE

Check one. Fees will depend on the print quantity, circulation, and type of use.

- Book/catalogue      Print quantity \_\_\_\_\_
- Magazine/journal      Circulation \_\_\_\_\_
- Web use      Number of years (7 maximum) \_\_\_\_\_
- Study/personal use      Please explain \_\_\_\_\_  
 \_\_\_\_\_
- Other      Please explain \_\_\_\_\_  
 \_\_\_\_\_

Do you plan to reproduce the work in  color or  black and white?

Are we lending this work to your institution? \_\_\_\_\_

What is your deadline? \_\_\_\_\_

### YOUR CONTACT INFORMATION Check a box below to indicate the best way to contact you.

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

E-MAIL \_\_\_\_\_  PHONE \_\_\_\_\_ FEDEX ACCOUNT NUMBER \_\_\_\_\_

MAILING ADDRESS

\_\_\_\_\_  
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BILLING ADDRESS

\_\_\_\_\_  
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FTP INFORMATION

FTP ADDRESS \_\_\_\_\_  
 LOGIN \_\_\_\_\_  
 PASSWORD \_\_\_\_\_