

# Philadelphia Museum of Art

## 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  
Black-and-white print  
High-resolution digital  
Color print (for study only)

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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# Philadelphia Museum of Art

## REQUEST FOR IMAGES/USE OF IMAGES

### 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.), \$125 for three-month rental

\_\_\_ High-resolution digital (600 dpi with proof print), \$125

\_\_\_ Black-and-white print (8 x 10 in. glossy), \$25

\_\_\_ Color print (standard sizes from 4 x 5 in. to 20 x 24 in.),  
priced according to size

\_\_\_ 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 Print quantity \_\_\_\_\_

Exhibition catalogue Print quantity \_\_\_\_\_

Magazine Circulation \_\_\_\_\_

Scholarly journal Circulation \_\_\_\_\_

Web use Number of years (7 maximum) \_\_\_\_\_

CD/digital media Number of copies \_\_\_\_\_

Study/personal use Please explain \_\_\_\_\_

\_\_\_\_\_

Retail merchandise Please explain \_\_\_\_\_

\_\_\_\_\_

Marketing or 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 \_\_\_\_\_

PHONE \_\_\_\_\_  FAX \_\_\_\_\_  E-MAIL \_\_\_\_\_

MAILING ADDRESS BILLING ADDRESS FEDEX ACCOUNT NUMBER

\_\_\_\_\_

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