

Reproduction Request and Use Permissions Form (STILL IMAGE)

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Item information (e.g. scan #, Object ID, negative #, call number, etc.) *Please attach separate sheet if necessary*

Are you seeking re-use permission for material previously purchased? Yes (if "Yes" please fill in "Intended Use" section below **ONLY**)

Intended Use of requested reproduction (see cost details in "Reproduction Fees" section below):

Personal Use (research or home display)

Publication (book, magazine, report, etc.)

- Publication Title:
- Article Title [if applicable]:
- Author(s):
- Publisher:
- Date of Publication [can be tentative]:
- Anticipated Print Run [how many copies will be produced]:
Will this be in E-book or digital format? Yes No Yes in addition to print Select one

Television or Film Production

- Title:
- Episode Title [if applicable]:
- Production Company:
- Broadcast or Release Date:

Public Display (provide brief description)

Website Display (provide URL if known)

Other:

FORMAT + DELIVERY

Format requested - **If you have questions on what is best for your intended use, please inquire!

Digital: Low resolution digital file, 150 ppi - **We can only permit 150 ppi for web display
High resolution digital file, 300 ppi or 600 ppi



REPRODUCTION FEES

High-Resolution Digital File: Publication or display	
300dpi	\$20
600dpi	\$40
Low Resolution Digital File: web or research use	
150dpi	\$10
Studio Shoot – for objects that cannot be scanned	
Set-up Fee -- \$50 plus cost of print(s) or file(s)	
**Added if object has no image, new image is required for 3D artifact **	

Format		Delivery	
Digital Reproduction	No fee	Electronic - via email	No fee
USB Drive	\$5 (in addition to shipping fees)		

USE FEES (per image)**

Personal or Research Use – No fee		Television or Film Production:	
Non-Serial Print & E-Publications		Unlimited broadcast, this product, worldwide, any medium, in perpetuity	
Up to 1,000 copies	No fee	Non-profit	\$80
1,001-5,000 copies	\$10	Commercial (including feature film)	\$170
5,001+ copies	\$15 per 5,000 copies	Video or DVD for Resale Serial Print Publications	
Serial Print & E-Publications		Up to 1,000 copies	\$15
Up to 5,000 copies	No fee	1,001+ copies	\$30 per 1,000 copies
5,001-10,000 copies	\$10	Website	
10,001+	\$10 per 5,000 copies	Personal or non-profit	\$5
** Price is rounded up to near 5,000th item		Commercial	\$20
		Public Display	
Microfilm	Ask for Price Quote	Non-profit	No fee
Merchandise		Commercial	\$25
Printed, digital or wearable material	\$25 per 500 items	Advertising – ask for Price quote	

****Contact History Colorado for Moving Image Use Fees**

RUSH FEES

If a product must be fulfilled within 1-3 business days, the price is **double the cost** of each file ordered.

SHIPPING AND PRODUCT

Electronic delivery	Free
USPS – CD/DVD and/or USB	\$5
International CD/DVD and/or USB	\$20

Staff will contact you within 7 business days to confirm your order.