



Photo Request Form

Name: _____

Company/Organization: _____

Mailing Address: _____

Phone: _____

Email: _____

Photo #	Quantity

Photo #	Quantity

Note: Wherever possible The Cumberland Museum and Archives requests that photo numbers be applied when images are reproduced or published. We would also appreciate a single copy of any publications (books, periodicals, posters, etc.) containing photos from our collections.

For Office Use Only

Date Received: _____

Date Processed: _____

Photo Applications & Prices

Check all that Apply

Reproduction Fees (Applicable to all photo requisitions)

- Hi-Res Digital File Copy (limit of 8 copies if emailed)..... \$20.00/image
- CD (shipping fee may be applied).....\$5.00/CD

User Fees (Applied in addition to reproduction fees)

- Genealogy ResearchNo Charge
- Gift/Home DisplayNo Charge
- Research or Private StudyNo Charge

Exhibitions

- BC Museum Exhibit (display, interpretive sign, or plaque display)..... No Charge
- Non-BC Museum Exhibit or Display \$25.00/Image

Academic

- Theses/Papers (un-published) No Charge
- K-12 School Projects No Charge
- Classroom Teaching Aid No Charge
- Professor/Student Slide/Power point Presentation No Charge
- Catalogue, Publication, Conference, Course Advertisement, etc. \$25.00/Image

Website

- Personal, Family, or School/University No Charge
- Business/Commercial \$50.00/Image

Commercial

- Products for resale (Postcards, Posters, T-Shirts, etc.)
 - 1-10 units \$25.00/Image
 - 11-50 units \$50.00/Image
 - 51-500 units \$200.00/Image
 - 500+ units To Be Negotiated

Decoration in a Place of Business

- Hotel, Restaurant, Office, etc.\$50.00/Image

Publication

- Book, Magazine, Newspaper, Calendar, etc.
 - Print runs less than 3000
 - Inside Use \$25.00/Image
 - Cover Use \$200.00/Image
 - Print runs more than 3000 To Be Negotiated

Broadcast or Film Use

- Documentary, film, web video, etc. To Be Negotiated

I hereby confirm that the information I have provided regarding the use of these images is accurate. I also acknowledge that these images are owned by the Cumberland Museum and Archives and that I am permitted to use these images only for the purposes indicated. The copyright of these images has not been transferred to my person.

Signature