

The Peary-MacMillan Arctic Museum

Image Use Request Policy

The Peary-MacMillan Arctic Museum will provide copies of photographs according to the guidelines below. Museum staff can only carry out limited research on behalf of patrons. Research in excess of 1 hour will be charged to the requester at a rate of \$30/hour, with a one hour minimum. Those wishing to do extensive research are encouraged to come to the museum to view the collections. Photograph collections are available by appointment only. Contact Genevieve LeMoine for more information or to make an appointment [glemoine@bowdoin.edu].

Requests for images must be submitted in writing. If possible, some identifying number (such as the museum's catalogue number) should be included in the request. Where a number is not known, as precise a description as possible of the image requested will be appreciated.

Be sure make your request well ahead of any deadlines. The Peary-MacMillan Arctic Museum does not have a staff member dedicated to filling requests, but will endeavor to do so as quickly as possible. We may not be able to accommodate rush orders, and long delays may occur depending on other museum priorities.

Permission to use images is contingent upon receipt of a) a signed copy of the permission agreement and b) the appropriate fee. Terms of the permission agreement are outlined below (for still images). Note that for the most part The Peary-MacMillan Arctic Museum holds copyright on images provided to researchers. Where this is not the case, it is the responsibility of the requester to secure copyright permission to use an image.

The Peary-MacMillan Arctic Museum reserves the right to approve reproduction of images on a case-by-case basis, and to modify these terms, in writing, as required by circumstances.

- Permission is granted for one time use only. To use the image in any other production or a second edition, a new written permission request must be sent to The Peary-MacMillan Arctic Museum.
- The image is not to be reproduced in any other media, print, film, or electronic, without the prior written consent of The Peary-MacMillan Arctic Museum.
- The image is not to be loaned, rented, sold or otherwise transferred to any other party for their use.
- The image is not to be modified in any way.
- The Peary-MacMillan Arctic Museum reserves the right to determine the resolution (DPI) of digital images.
- The Peary-MacMillan Arctic Museum will not be responsible for any charges incurred during the course of research and production.
- If the image is to be used in any advertisement or publication associated with the project for which permission has been granted, written permission must first be secured from The Peary-MacMillan Arctic Museum.
- The image will be credited as follows: Courtesy of The Peary-MacMillan Arctic Museum, Bowdoin College or, if a shorter credit line is needed, The Arctic Museum, Bowdoin College.

Research Fees

Museum staff will provide one hour of research for photo requests. Additional time will be charged at a rate of \$30/hour, with a one hour minimum.

Reproduction Fees

Black and White: (covers reproduction and shipping via US Mail within North America)

- from existing copy negative: \$25 (normally 8x10")
- from new negative: \$100

Digital, including most color reproductions (includes the cost of a CD-ROM and shipping via US Mail within North America):

- high resolution scans (300 dpi or higher TIFF) \$15/image
- low resolution (72 dpi JPG) research scans from existing file: First three, free via email, thereafter, \$5/image (email or CD-ROM).

Rush orders (less than ten working days) are charged double and will be accepted only as museum staff time permits.

Use Fees

Type of Use	Commercial	Non-Profit
Individual use/research	n/a	0
Publication (inside) or Exhibit - Black and White	\$50	\$25
Publication (cover) - Black and White	\$100	\$50
TV/Video N.Am	\$25	\$15
TV/Video World	\$50	\$25
Other media (CD-ROM, home video release, laser disc etc.), per media	\$50	\$25
Web or other electronic publication	\$25	\$15

Notes:

All fees are payable in advance, by check, Visa or Mastercard. Payment must be in US dollars.

Shipping via US Mail is included in the cost of reproduction. For courier service please provide an account number.

The Peary-MacMillan Arctic Museum reserves the right to negotiate fees for services not described on this list.