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SCHEDULE AND FEES

The Bowdoin College Museum of Art produces photographic materials of the objects in its collection suitable for reproduction in black-and-white or color.

Orders generally require four to eight weeks for processing. Delivery time may vary according to the complexity of the assignment, the size of the order, and existing workload. Orders should be placed well in advance since work is executed on a first-come, first-served basis. Images will be provided as soon as the required fee(s) and color proof(s) (if applicable) have been received.

Payment from abroad must be made by check drawn on a U.S. bank in U.S. Dollars. Shipping charges are additional and should be included with payment.

**8" x 10" BLACK AND WHITE PHOTOGRAPHS:**

Black and white photographs are sold and not returnable. All negatives remain the property of the Bowdoin College Museum of Art and are not available for purchase or loan.

Print from existing negative

Non-profit-----	\$15.00
All others-----	\$20.00
Print from negative made-to-order-----	\$60.00

4" x 5" COLOR TRANSPARENCIES & CDs WITH A TIFF FORMAT:

All transparencies/CD's are originals and are loaned for a period of three months or more. Rental fees must be paid whether or not objects are reproduced. No transparencies/CDs will be sent for consideration or sold outright.

Existing transparency/CD (three month rental)

Non-profit-----	\$50.00
All others-----	\$70.00

Transparency/CD made-to-order (three month rental)-	\$100.00
Rental fee per additional month-----	\$15.00
Replacement fee for lost transparency/CD-----	\$200.00

SCAN OF 4" x 5" COLOR TRANSPARENCY FOR STUDY/RESEARCH PURPOSES ----- \$25.00

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RETURN INSTRUCTIONS:

Transparencies/CDs should be returned to the Bowdoin College Museum of Art (Attention: Assistant to the Registrar) 9400 College Station, Brunswick, Maine 04011-8494.

Last minute requests are considered a rush order. Add 100% to all costs (reproduction fees included). Your Federal Express account number is required for rush shipment.

REPRODUCTION PERMISSION:

Reproduction permission may be obtained by writing to the Assistant to the Registrar of the museum. Application forms are issued for one-time editorial use. The required fee(s) must be paid prior to publication. Failure to pay the required fee(s) means that permission is not granted. The permission fees per reproduction are as follows:

Editorial use:

a. In original scholarly research or in conjunction with a museum exhibition:
FEE WAIVED

b. In books, textbooks, periodicals, etc.:	B/W	Color
Single rights/inside	\$50.00	\$100.00
Single rights/cover	\$100.00	\$200.00
World rights/inside	\$150.00	\$250.00
World rights/cover	\$200.00	\$300.00
On a website	\$100.00	\$100.00

Non-editorial use:

a. In advertising, in a promotion context, or as an integral part of a commercial product (posters, calendars, book jackets, record album covers, address books, etc.): Application for permission to reproduce works of art in these categories must be accompanied by a layout sketch and a full description of the proposed use of the reproduction, including the context in which the reproduction will be used, retail price and details of intended distribution by quotation. The museum reserves the right to refuse any proposal that conflicts with or does not meet the standards of its own product development.

COMPENSATION IS DETERMINED ON A CASE-BY-CASE BASIS AT THE DISCRETION OF THE MUSEUM.

b. In television, films, film strips: Fee is based on use and distribution by quotation.

For additional information, please e-mail or write the Assistant to the Registrar: c/o Bowdoin College Museum of Art, 9400 College Station, Brunswick, Maine 04011-8494. mhenning@bowdoin.edu

