

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, as 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 either by check drawn on a U. S. bank in USD, wire transfer, or by a credit or debit card. If applicable, 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 are the property of the Bowdoin College Museum of Art and are not available for purchase or loan.

Print from existing negative

| | |
|-----------------|---------|
| Non-profit..... | \$20.00 |
| All others..... | \$25.00 |

4 x 5 COLOR TRANSPARENCIES & HI-RESOLUTION CDs

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

Existing Transparency/CD rental (three months rental)

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

Rental fee per additional month.....\$15.00

Replacement fee for lost Transparency/unreturned CD..\$200.00

FOR STUDY/RESEARCH

| | |
|----------------------------|---------|
| Digital jpeg..... | \$45.00 |
| 8 x 10 PDF (e-mailed)..... | \$5.00 |

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).

If not sent via large file server (such as YouSendIt or FTP), 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:
reproduction rights FEE WAIVED (other fees may still apply)

| | | |
|--|----------|----------|
| b. In books, textbooks, periodicals, e-books, 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 (annual re-application for permission required) | \$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, digital, video/DVD: Fee is based on use and distribution by quotation.

For additional information, please e-mail, call or write the Assistant to the Registrar: c/o Bowdoin College Museum of Art, 9400 College Station, Brunswick, Maine 04011-8494. mhenning@bowdoin.edu 207-725-3873