



**REPRODUCTIONS & PERMISSIONS, Part 1: ORDERING IMAGES**  
 (see other side for requesting permission)

**INSTRUCTIONS**

1. Fill out and sign the order form, specifying the requested images and how you would like them delivered to you (e.g., mail, e-mail, pick-up). Return the form by mail or fax (215-545-7529) to the attention of Karen Schoenewaldt, Registrar.
2. Do not include payment with your order. The Rosenbach will send you an invoice for the requested images, and accepts Visa, Master Card, American Express, personal checks, or cash in payment. Make checks payable to Rosenbach Museum & Library. To make payment by credit card, please call 215-732-1600 and ask for extension 124.
3. The Rosenbach will provide the image(s) after payment is received.
4. If you have questions about your order, contact the Registrar at 215-732-1600 ext. 125 or kschoenw@rosenbach.org.

**FEES FOR PRODUCTION OF IMAGES**

| <b>Traditional photographic media</b>   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• From existing image (black-and white or color photos, slides, color transparencies, etc.)</li> <li>• New photography, where required               <ol style="list-style-type: none"> <li>1. Per hour, rush jobs (defined as less than eight weeks)</li> <li>2. For new photography that can wait for a regularly-scheduled photographer's visit (generally every eight weeks), lower fees can generally be accommodated.</li> </ol> </li> </ul> | Actual outsourced cost + 10%<br><br>\$ 100.00 one-hour minimum          |
| <b>Scans or digital snapshots</b>   |   |
| <ul style="list-style-type: none"> <li>• Low-resolution JPG (72 dpi), image</li> <li>• High-resolution JPG (300 dpi), image</li> <li>• CD (unless scans are emailed)</li> </ul>   | \$ 1.00<br>\$ 5.00<br>\$ 5.00   |
| <b>Photocopies (limit 50 photocopy pages)</b>   |   |
| <ul style="list-style-type: none"> <li>• Black-and-white               <ol style="list-style-type: none"> <li>1. Up to 25 photocopy pages</li> <li>2. 26-50 photocopy pages</li> </ol> </li> <li>• Color               <ol style="list-style-type: none"> <li>1. 11-20 photocopy pages</li> <li>2. 21-50 photocopy pages</li> <li>3. 31-40 photocopy pages</li> <li>4. 41-50 photocopy pages</li> </ol> </li> </ul>   | \$ 5.00<br>\$ 10.00<br><br>\$ 10.00<br>\$ 15.00<br>\$ 20.00<br>\$ 25.00 |
| <b>Service Fee Per Order</b>  |   |
| <ul style="list-style-type: none"> <li>• Flat fee (includes first-class mail or email delivery)</li> <li>• Expedited delivery</li> </ul>  | \$ 15.00<br><br>Available upon request                                  |



**REPRODUCTIONS & PERMISSIONS, Part 2: REQUESTING PERMISSION**  
 (see other side for ordering images)

**INSTRUCTIONS**

1. The Rosenbach’s permission form is in two separate parts: the “Application for permission to publish” and the “Statement of policy on rights and permissions.” Fill out and sign **both** parts, specifying the requested uses. Return them by mail or fax (215-545-7529) to the attention of Karen Schoenewaldt, Registrar.
2. Do not include payment with your application. The Rosenbach will send you an invoice for the requested uses, and accepts Visa, Master Card, American Express, personal checks, or cash in payment. Make checks payable to Rosenbach Museum & Library. To make payment by credit card, please call 215-732-1600 and ask for extension 124.
3. The Rosenbach will send a letter granting permission after payment is received.
4. If you have questions about your application, contact the Registrar at 215-732-1600 ext. 125 or kschoenw@rosenbach.org.

**FEES FOR QUOTATION AND REPRODUCTION**

|   |  |  |
|---|--|--|
| <b>Traditional publications</b>   | High school paper,<br>College paper,<br>Master’s thesis,<br>Dissertation, etc. | Journal article,<br>Book chapter,<br>Book,<br>CD-ROM in lieu of printed book |
| <ul style="list-style-type: none"> <li>• Under 3,000 copies</li> <li>• 3,000 to 9,999 copies</li> <li>• 10,000 or more copies</li> </ul>  | \$ 0.00<br>n/a<br>n/a  | \$ 25.00<br>\$ 50.00<br>\$ 200.00  |
| <b>Television, movies</b>   | Independent film,<br>Non-profit TV,<br>Documentary for PBS                     | Feature film,<br>Commercial TV,<br>Documentary for cable                     |
| <ul style="list-style-type: none"> <li>• All projects and uses, unlimited showings (Separate permission required for each additional format--TV, video, CD, DVD, etc.)</li> </ul> | \$ 100.00  | \$ 500.00  |
| <b>Internet</b>   | Free website   | Restricted website   |
| <ul style="list-style-type: none"> <li>• Low-resolution images (72 dpi) only (Link to Rosenbach website required.)</li> </ul>   | \$ 0.00  | \$ 25.00   |
| <b>Commercial merchandise</b><br>(Postcards, t-shirts, coffee mugs, mousepads, etc.)  | Contact Rosenbach with request   |  |