

Professional Use Fees

Editorial use in book or magazine (Missouri Residents or Corporations)	\$ 30
Editorial use in book or magazine (Non-profit 501(c)(3) & University Press)	\$ 30
Editorial use in book or magazine (Non-Missouri Residents or Corporations)	\$ 50
Cover of book or magazine	\$150
Brochures and items for free distribution	\$ 17
Study/Reference print	\$ 11
Exhibit scans (Missouri non-profit organizations)	\$ 30
Exhibit scans (Missouri commercial and non-Missouri organizations)	\$ 65
Power point for lectures and classroom use	\$ 15
Web use	\$ 25
Broadcast Public Television	\$ 30
Broadcast US market only	\$ 50
Broadcast world market	\$100
Media bundle world market broadcast and video/DVD	\$150
Film or video U.S. market only	\$100
Film or video world rights	\$150
Advertising U.S. market (one ad, all media)	\$300
Advertising world market (one ad, all media)	\$500

Additional Fees

Lab Fees

The Museum has a large body of copy negatives and scans, but it may be necessary to photograph and/or scan images or artifacts for your project. If necessary the following fees will apply.

Black and white copy negative	\$ 27
Scanning previously undigitized images	\$ 30
Duplicate color transparency from original master	\$ 35
Color photography for an original larger than 11x14 (includes scan)	\$100
Photography of paintings or three-dimensional artifacts:	\$150 minimum
Special set-ups will be quoted. If deemed necessary by the Curator of Photographs and Prints or the Senior Curator of Museum Collections, a \$50 per hour charge for curatorial handling may apply.	

Rush Service

Rush service is available only for orders of five items or fewer. *Rush fees also apply to any lab work.*

5 days from receipt of payment:	50% additional to normal order total
4 days from receipt of payment:	100% additional to normal order total
72 hours from receipt of payment:	200% additional to normal order total

Delivery

Normal delivery of digital files is via email attachment or ftp

Digital files on CD \$ 10 per disc

Postage and Handling (U.S. Postal Service)

First Class Domestic	\$5.00
International Air Mail	\$10.00

The Museum assumes NO responsibility for delivery time or condition of materials shipped via the U.S. Postal Service. We do not ship via USPS Express Mail.

Overnight or Express Delivery (Federal Express)	varies
---	--------

The Museum encourages the shipment of large or time-sensitive materials via Federal Express. All materials are shipped at the client=s expense except by special arrangement. A valid Federal Express account number or credit card number is required.

Conditions of Use

Permission for use is licensed for one-time, one-project use only. The Museum retains all rights to the images and they may not be used for any other purpose than that listed on the license agreement. Fees must be paid in advance and there are no refunds for unused images.

If the image is still under copyright protection and the Missouri History Museum is not the copyright holder, the requestor is responsible for gaining permission from the creator or the work or from the current copyright owner. The Museum will provide the creator's name when known, but assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may occur.

Photographs may be cropped to suit design and layout, but they may not be substantially altered or colorized without the written permission of the Museum. All cropping and modifications must be noted in an adjoining caption.

Credit must be given to the **Missouri History Museum** and the creator of the work if known.

In some cases the Museum will require a copy of the publication be sent to the Museum's Library. Please send to:

Missouri History Museum
Library and Research Center
Permissions Office
P.O. Box 11940
St. Louis, MO, 63112-0040

The Museum reserves the right to decline permission to publishers and individuals who will not comply with these conditions.

Image Formats

Image reproductions are provided in the following formats

Digital

Print Publication, Video, and Exhibit Graphics: standard format is a 300ppi, 2100 pixel (long dimension) jpeg or tif file. Scans from 100MB to 1.25GB can be made on request for institutional and commercial clients only and will involve a special scanning surcharge of \$30 per scan.

Powerpoint images: standard is 150ppi, 1050 pixel (long dimension) jpeg

Web images: standard is 72ppi

Prints and Film

Print Publication and Exhibit Graphics: 8x10 bw glossy prints and 4x5 color transparencies are available for rental

Study/Reference prints: 8x10 bw glossy prints for personal use only