



**Policy and Application for Image Use and
Reproduction**

Policy Statement

The Image Use and Reproduction Policy of the National Hellenic Museum pertains to original photography of collection objects and the reproduction or electronic transmission of Museum images from slide, negative, transparency, print, film or digital format. The Policy is governed by the conditions set forth on the reverse of the Application. There are generally two categories of use:

1. **Non-Commercial:** includes publications, broadcasts, exhibitions, and electronic transmissions that are educational in character and are available to the public for no charge, or are for research purposes.
2. **Commercial:** includes publications, broadcasts, exhibitions, and electronic transmissions that will be sold to the public for a profit.

Intent to Publish:

1. **Non-Commercial:** The standard use fee per image per medium is \$25.00. Complimentary copy of the publication, brochure, or other medium in which the reproduction appears, is required.

2. **Commercial:** The standard use fee per image per medium is \$50.00 and is subject to change. Complimentary copy of the publication, brochure, or other medium in which the reproduction appears, is required.

Image Production and Reproduction: The National Hellenic Museum is not equipped with a photography studio, thus all request for publication quality images are contracted off site. All fees associated with original photography or image reproduction are the responsibility of the requestor.

Non-publication quality images can be produced in-house at the expense of the requestor. A fee may be charged for staff time involved in the production of non-publication quality images for non-commercial purposes, above the standard use fee if necessary. Determination of actual fee to be made by the National Hellenic Museum and agreed upon with the request before processing.

Shipping and Handling: All orders are shipped via Federal Express and all fees, including postage, are the responsibility of the requestor.

Requestor: (Contact Name, Organization, Address, Telephone, Email)

Image and Format Request: (Accession Number, Name of Creator/Title, Subject, Format)

Proposed Use: (Provide Full Citation, Print Run, Language of Print and Purpose of Use)

Required Credit Line:

“Image Courtesy of the National Hellenic Museum, Chicago, Illinois”

1. Permission for use is granted for **one-time**, non-exclusive use in one publication, one edition, one language, one media and for the purpose expressly outlined on page one of the Application.
2. Further use and reproduction requests shall require an additional fee and the completion of another Application of Image Use and Reproduction.
3. In all cases of publication, reproduction, exhibition, broadcast or electronic transmission, the National Hellenic Museum must be cited as the source in accordance with the credit line expressly outlined on the previous page. The credit line requirement is specific to each use request and will be specified by the National Hellenic Museum **Collections Manager**. The required credit line appears on the face of the Application.
4. All reproductions or electronic transmissions must be made from photographic materials supplied by the National Hellenic Museum.
5. All photographs, negatives, slides, film, transparencies, copy prints, and any other materials which replicate the image remain the property of the National Hellenic Museum and must be returned within 3 months of the sending date, unless the Museum has agreed to an extension.
6. In the case of color reproductions, one color proof must be submitted to and approved by the National Hellenic Museum before printing can proceed.
7. Each image must be reproduced in full. Requests to crop, bleed, tone, silhouette, overprint, or alter the image in any way must be received in writing with layout of proposed alteration prior to publication. Otherwise, the reproduction must be made in full-tone black and white or full color unless approved in advance by the Museum. If approved, detail reproductions must be identified as such in the credit line.
8. Permission to reproduce depends upon full payment of assigned fees. Failure to pay the required fees for reproduction means that permission has not been granted. Foreign payments must be received in U.S. dollars, drawn on a U.S. bank or International Money Order.
9. The National Hellenic Museum will attempt to provide accurate and up-to-date information regarding the copyright status of the specific work(s) requested. However, it is the responsibility of the requestor to obtain all needed rights. The National Hellenic Museum provides no representation or warranties about ownership of rights.
10. Photographic materials shall not be used to show or imply that the National Hellenic Museum endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with said materials.
11. The requestor must send one complimentary copy of the publication (s) in which the reproduction appears to the attention of the **Collections Manager**. The Museum must receive timely notification of initial publication, broadcast or public screening dates of the project for which the images have been used.

Authorized Museum Representative:

Date:

Title:

Requestor:

Date:

Title:

Please sign both forms, retain a copy for your records, and return the original.