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Special Bulletin #10: Guide to Rights and Reproduction at American Art Museums

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Special Bulletin #10: Guide to Rights and Reproduction at American Art Museums

Abstract

Museum procedures for the rights and reproduction of works in their collections are diverse. Now, the advent of digitization and its imaging potential via the information super-highway has added another element to the ongoing discussion of these issues. This project began in February 1990 when approximately 230 art museums and galleries, as well as other institutions with significant art holdings, were sent questionnaires requesting information about their rights and reproduction policies. The information in each entry is intended to offer only a general guideline. Such categories as contact title, department, reproduction conditions, and credit line should remain relatively constant.

Keywords

reproduction, art museums, directory, listing, image permissions

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VRA Special Bulletin

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Guide to Rights and Reproduction at American Art Museums

Visual Resources Association Special Bulletin No. 10

**Guide to Rights and Reproduction
at American Art Museums**

Edited by Mary M. Lampe

Visual Resources Association
The University of Michigan, Ann Arbor, Michigan
1996

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INTRODUCTION

As slide collection curator and picture researcher for educational video productions at the Amon Carter Museum for thirteen years (1979-1992), I was often in contact with museums across the country, searching for images in a variety of formats and asking for permission to use them.

It was soon apparent that each institution had a different approach to fulfilling my requests. A few museums had rights and reproduction departments. At others, requests went through the photographer's or the registrar's office or, at times, directly to a curator. Although most institutions had separate charges for educational and commercial usage, fee structures for services varied widely. Nearly all museums had policies for traditional print forms (books or periodicals), but few had established distinct procedures for film and video production or other electronic media.

Years have passed, but museum procedures for the rights and reproduction of works in their collections continue to be diverse. Now, the advent of digitization and its imaging potential via the information super-highway has added another element to the ongoing discussion of these issues. Although some major museums are wholeheartedly embracing the new technologies, others have just begun to implement plans for non-print media. In this light, this *Guide* is offered.

This project began in February 1990 when approximately 230 art museums and galleries, as well as other institutions with significant art holdings, were sent questionnaires requesting information about their rights and reproduction policies. Institutions were selected from *The Official Museum Directory*, published by the American Association of Museums (AAM). Of the 178 questionnaires mailed at that time, 109 responded and returned requests for updates. The updated information was current as of January 1994. Due to numerous staff fluctuations and reductions over this time period, it has been impossible to continually update these listings in their present printed form.

The information in each entry is intended to offer only a general guideline. Such categories as contact title, department, reproduction conditions, and credit line should remain relatively constant. Some institutions have extremely detailed fee schedules, categories, and reproduction conditions, and it was not possible to include all of this data. Specific information such as fees should be understood to be within a reasonable range. As this *Guide* was being updated, it was notable that the fees of some institutions have remained the same since the project began, others have increased significantly, and, surprisingly, a few institutions have decreased their charges. In most cases, the fees listed should fall within the current ranges. Finally, it is important to note that additional descriptive information about individual museum collections may be obtained from the AAM's *The Official Museum Directory*.

The Amon Carter Museum deserves many thanks for providing personnel time and partial funding for this project. Thanks also go to the individuals who have contributed their efforts

to this project over the years. In 1990, Deborah Bourse, the last of my full-time slide collection assistants, began the project, setting up the database and following up on information for each entry, and publications assistant Karen Reynolds first proofed these entries. With the departure of the last slide collection assistant, the project languished. Then, in 1993, Amy Petri, a publications department intern, took up the task, updating the entries and providing an overall consistency for the information. In the spring of 1993, Pat Bevan, Slide Curator at Virginia Technical University, proofed the entire manuscript, offering her experience with visual resources along with her recommendations. Jane Posey, the Amon Carter Museum's assistant editor, made corrections and proofed the updated material. Throughout the project Nancy Schuller, Fine Arts Slide Curator at the University of Texas at Austin, provided encouragement and strength to complete this undertaking.

– Mary M. Lampe
Fort Worth, Texas, 1995

Albuquerque Museum

P.O. Box 1293
Albuquerque, NM 87103
Department: Art
Contact: Ellen Landis, Curator of Art
(505) 243-7255, ext. 6513
Fax: (505) 764-6546

Collections Information: No catalogues are available.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates); copy photographs.

B&W Formats: 35mm slides; 4x5" copy negatives; copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 2 weeks to 1 month. An extra fee, determined by the request, is charged for rush orders, which can be sent via UPS or FedEx. An additional 25% is added for double-weight matte prints or toning.

Reproduction Conditions: Cropping is allowed with permission.

Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Fees are for one-time use only.

Required Credit Line: The Albuquerque Museum; gift or donor information.

Fees: Contact the museum for processing and use fees. Use fees are waived for nonprofit educational use only.

Allen Memorial Art Museum

Oberlin College
87 North Main Street
Oberlin, Ohio 44074
Department: Registrar
Contact: Christine Mack
(216) 775-8665
Fax: (216) 775-8668

Collections Information: A free catalogue of available slides and a fee schedule for photographic services can be requested from the Office of the Museum Registrar.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested at an additional cost of \$25.00-\$30.00 for slides, \$35.00 for 8x10" prints, and \$45.00 for color transparencies. (These fees apply to non-profit organizations only). New photography takes an additional 4-6 weeks for processing. There is an extra charge on rush orders, and special shipping charges will be billed to the recipient.

Reproduction Conditions: An image may not be altered without special permission. Permission requests are accepted in writing

only. Rush orders are accepted by fax. All fees are due in advance. A copy of a publication or off-set print is required. Color proofs must be submitted for approval prior to publication. Slides may not be used for reproduction. Reproduction permission and fees are for one-time use only; subsequent editions of publications require re-application.

Required Credit Line: Allen Memorial Art Museum, Oberlin College, Ohio; acquisition information, acquisition date.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$55.00 (3 month rental only); 8x10" B&W prints--\$12.50. Use fees for nonprofit and scholarly publications are waived in lieu of a complimentary copy.

Commercial Fees: Commercial ventures and international transactions are charged according to a different fee schedule than non-profit organizations. Contact the museum registrar for fee information.

Allentown Art Museum

P.O. Box 338
Allentown, PA 18105-0388
Department: Curatorial
Contact: Sofia D. Bakis
(215) 432-4333
Fax: (215) 434-7409

Color Formats: 35mm slides; 4x5" transparencies.

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4 weeks, with an additional cost of \$30.00. Special shipping charges will be billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed. Slides, transparencies, or B&W photographs may be used for reproduction only with permission. Permission requests are accepted in writing only. A copy of a publication or clip is required. Proofs of all color reproductions are required for approval before publication. Fees are for one-time use only.

Required Credit Line: Allentown Art Museum; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$10.00. Use fees are waived for scholarly publications and those produced by nonprofit institutions.

Commercial Fees: 35mm slides--\$6.00; 4x5" color transparencies--\$100.00 (6 month loan); use fee--\$75.00-\$100.00. 8x10" B&W photographs--\$12.00, use fee \$50.00-\$75.00.

American Antiquarian Society

185 Salisbury Street
Worcester, MA 01609
Department: Graphic Arts
Contact: Georgia B. Barnhill
(508) 755-5221
Fax: (508) 754-9069

Collections Information: No catalogues are available.

Color Formats: 35mm slides (originals); 4x5" transparencies (usually originals).

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 3-4 weeks with an additional cost of \$20.00 for 4x5" transparencies and \$12.50 for black and white photographs. No rush orders are accepted. Individuals can arrange to schedule their own photography for use in slide lectures.

Reproduction Conditions: Cropping is allowed. Requests for reproductions and permission are accepted in writing only. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Courtesy, American Antiquarian Society.

Processing and Materials Fees: 35mm slides--\$10.00; 4x5" color transparencies--\$45.00 if already available, \$65.00, if new (2 month loan); 8x10" B&W photographs--\$12.50 from existing negative, \$30.00 if no negative exists.

Use Fees: Scholarly--\$10.00; commercial--\$75.00; promotional--\$200.00.

Amon Carter Museum

P.O. Box 2365
Ft. Worth, TX 76113-2365
Department: Registrar
Contact: Amy Kelly, Registrar's Assistant
(817) 738-1933 ext. 12
Fax: (817) 738-4066

Collections Information: A partially illustrated catalogue of the fine arts collection is available for \$15.00 from the publications department. A list of slides is also available. The museum shop also has reproductions of objects in the collection.

Color Formats: 35mm slides (originals & duplicates); 4x5" & 8x10" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-3 months with an additional fee. Orders can be sent via UPS or FedEx, and are billed to the recipient's account.

Reproduction Conditions: Cropping, overprinting, and bleeding are not allowed. Black and white reproductions may not be printed in colored ink or on colored stock. Permission requests are accepted

in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Color use requires approval of proofs. Fees are for one-time use only. Cover use requires layout approval in advance. Requests for reproduction of works by Georgia O'Keeffe must be approved by the estate of the artist.

Required Credit Line: Object information; Amon Carter Museum, Fort Worth, Texas.

Processing and Materials Fees: 35mm slides--\$5.00 (purchase/rental); 4x5" color transparencies--\$50.00 (6 month loan); 8x10" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$10.00 (purchase/rental).

Use Fees: Interior--\$50.00-\$150.00+ (based on press run size); inside calendar or brochure--\$500.00, cover--\$500.00; broadcasted video or film--\$150.00 (one year, up to 3 broadcasts). There is a \$4.00 service charge per order. Use fees are reduced or waived for scholarly use and publications (edition size less than 4,000) and for exhibition catalogues.

Archer M. Huntington Art Gallery
The University of Texas at Austin
Austin, TX 78712-1205
Department: Rights and Reproductions
Contact: Meredith Sutton
(512) 471-7324
Fax: (512) 471-7023

Collections Information: Checklists for some of the collections, some of which are illustrated, can be ordered from the registrar's office.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" (and smaller) copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be ordered. This takes 3 weeks with an additional cost of \$75.00. A \$75.00 fee and shipping charges are added for rush orders, which can be sent via UPS or FedEx.

Reproduction Conditions: Cropping is occasionally allowed. Overprinting is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance only from out-of-country requesters. Two copies of a publication or clip are required for commercial users, three for exhibition catalogues. Slides may be used for reproduction only with permission. Fees are for one-time use only.

Required Credit Line: Archer M. Huntington Art Gallery, The University of Texas at Austin; acquisition information.

Processing and Materials Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: B&W--\$100.00/image; color--\$200.00/image. Use fees are waived for museums and nonprofit users.

Art Museum of the Americas, OAS, Washington D.C.
1889 F Street N.W.
Washington, D.C. 20006
Contact: Dr. Belgica Rodriguez, Director
(202) 458-6016
Fax: (202) 458-6021

Collections Information: A free catalogue of the collection is available through the audio-visual unit. A list of slide and video prices is available.

Color Formats: 35mm slides (duplicates); videotapes--VHS and 3/4 inch U-Matic formats.

Special Services: Photography is done by an outside source. The museum is unable to fulfill requests for new photography. Rush orders are accepted and shipped via FedEx (with the recipient's account number).

Reproduction Conditions: Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication are required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Photo Courtesy/Permanent Collection of the Art Museum of the Americas/OAS/Washington D.C.

Processing and Materials Fees: Fees are due in advance. Contact the museum for specific rates.

Use Fees: \$50.00/painting reproduced.

**The Art Museum,
Princeton University**
Princeton, NJ 08544
Department: Registrar, Rights and Reproductions
Contact: Karen Richter, Assistant Registrar
(609) 258-5828 or 5204
Fax: (609) 258-5949

Collections Information: An illustrated handbook, *Selections from the Art Museum, Princeton University*, is available for \$18.00 plus postage from the publications department. A list of slides is available for \$3.00 from the rights and reproductions department.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: Copy photographs.

Special Services: If an object has not been photographed, new photography may be requested, with an additional charge determined by the request. All orders take approximately 6-8 weeks to fill. Rush orders will be charged \$25.00-\$50.00 extra. Shipping is via US mail or FedEx upon request, payable by the recipient. Prints on fiber paper are available upon request for \$4.00 extra.

Reproduction Conditions: Cropping, bleeding, overprinting and superimposing are not allowed; use of details must be approved. Permission requests are accepted in writing only. Prepayment is required. A copy of a publication is required. Slides may not be used for reproduction. Reproduction is permitted only from

photographic materials supplied by the art museum. Fees include one-time editorial use inside books or periodicals, in one-language, one-edition, worldwide distribution.

Required Credit Line: The full credit line must be used, as supplied by The Art Museum, Princeton University.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$90.00 for museums, \$125.00 for nonprofit organizations and galleries (3 month loan); 8x10" B&W photographs--\$15.00 for students and photo archives, \$20.00 for scholars and museums, \$25.00 for nonprofit organizations and galleries. Fees may be higher for difficult photography.

Commercial Fees: B&W--\$70.00; 4x5" color transparencies--\$200.00 (3 month rental). Fees may be higher for difficult photography. Fees for noneditorial use and video/television use are available upon request.

**Arthur M. Sackler Gallery,
Smithsonian Institution**
See entry for Freer Gallery of Art

Arthur M. Sackler Museum
See entry for Harvard University Art Museums

Artpark
Box 371
Lewiston, NY 14092-0371
Department: Public Relations/Marketing
Contact: Kathleen Rooney
(716) 754-9000
Fax: (716) 754-2741

Collections Information: A free checklist of the collection may be requested from either Park Programs or Public Relations/Marketing. A list of slides is also available.

Color Formats: Slide sets produced annually; copy photographs by request; catalogues of seasonal art (until 1989).

B&W Formats: Copy photographs by request.

Special Services: Photography is done by an outside source.

Reproduction Conditions: Cropping is allowed with permission.

Permission requests are accepted by phone or in writing.

Processing fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction with permission.

Required Credit Line: Artist, title, year created at Artpark, Lewiston, New York.

Processing and Materials Fees: Slide sets are available for purchase at various costs. Other formats must be arranged individually through the Public Relations/Marketing Department.

Use Fees: None indicated.

Asian Art Photographic Distribution (AAPD)
University of Michigan
History of Art Department, Tappan Hall, Room 50
Ann Arbor, MI 48109-1357
Department: History of Art
Contact: Ms. Wendy Holden, Curator
(313) 764-5555
Fax: (313) 747-4121, Attn: W. Holden

Collections Information: A free catalogue of the collection is available through the History of Art Department. A list of slide sets is also available. The Asian Art Photographic Distribution handles exhibitions and museum collections. The individual museums offer sales through their museum shops, but most prefer to direct their customers to the AAPD, especially for large orders.

Color Formats: 35mm slides (duplicates).

B&W Formats: 8x10" contact prints of Chinese art; enlargements from 35mm negatives and copy negatives of Islamic art; copy photographs of Indian art.

Special Services: Special photography orders can be rushed with an extra charge of 50% for 3-day photography and \$15.00 for shipping second-day air via UPS or FedEx.

Reproduction Conditions: Permission to reproduce must be obtained from a museum before photographs can be provided from the AAPD. Fees are for one-time use only.

Required Credit Line: Asian Art Photographic Distribution.

Scholarly or Nonprofit Fees: 35mm slides in sets--\$1.25; special orders--\$2.50/slide (minimum order \$7.50); 8x10" B&W photographs--\$7.00.

Commercial Fees: 35mm slides--\$2.50; 8x10" B&W photographs--\$7.50. Use fees are paid to the museum which owns the artwork, not to the AAPD.

The Baltimore Museum of Art
Art Museum Drive
Baltimore, MD 21218
Department: Rights & Reproductions
Contact: Nancy Boyle Press, Director
(410) 396-6304
Fax: (410) 396-6562

Collections Information: Individual collection catalogues can be ordered from the museum shop. Slides are available through Sandak. Other forms of reproduction for objects in the collection are available through the museum shop.

Color Formats: 35mm slides (originals); 4x5" transparencies (originals).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. Fragile works are unavailable for photography. If an object has not been photographed, new photography may be requested. This takes 3-6 months. Orders may be sent via UPS or FedEx, with shipping charges

paid by the recipient.

Reproduction Conditions: Cropping or overprinting is not allowed. Permission requests are accepted in writing only. Unless the user is another U.S. museum, processing fees are due in advance. Use fees, if applicable, are also due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: The Baltimore Museum of Art; collection name.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$150.00 (6 month rental); 8x10" B&W photographs--\$12.50. Film footage and videotape fees are based on the purchase or rental of a slide or transparency. The waiving of use fees for nonprofit publications is determined on a case-by-case basis.

Commercial Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$150.00 (6 month rental, use fee included); 8x10" B&W photographs--\$20.00 (use fee included). Additional reproduction fees for commercial use of images in calendars, posters, notecards, bookcovers, record jackets, etc. will be determined on a case-by-case basis. Pre-payment is required on all individual, commercial, and foreign orders. Fees for the use of images taken from transparencies provided by the museum include the rental of transparencies and a reproduction fee determined by the scope of the project.

The Barnes Foundation

P.O. Box 128

Merion Station, PA 19066

Department: Art

Contact: Aminata Diallo

(215) 664-5135

Fax: (215) 664-4026

Collections Information: A color catalogue, *Great French Paintings from The Barnes Foundation*, is available. Other publications of The Barnes Foundation contain black-and-white reproductions of works in the collection.

Color Formats: 8x10" color transparencies of published images only.

B&W Formats: 8x10" copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. Orders can be sent FedEx, and are billed to the recipient.

Reproduction Conditions: Objects may be reproduced only in scholarly texts dealing with paintings from the aesthetic standpoint. Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Fees are for one-time use only.

Required Credit Line: Copyright (c) (year) by The Barnes Foundation.

Scholarly or Nonprofit Fees: 8x10" B&W photographs--\$35.00 (consignment for study purposes); use fee--\$25.00. Use fees are not waived for scholarly publications.

Commercial Fees: No permission is granted for commercial use.

The Bennington Museum
West Main Street
Bennington, VT 05201
Department: Registrar
Contact: Ruth Levin, Registrar
(802) 447-1571 ext. 9

Collections Information: An illustrated catalogue, *Highlights of the Collection*, is available.

Color Formats: 35mm slides; transparencies.

B&W Formats: Copy photographs.

Special Services: Photography is done both in-house and by outside sources. If an object has not been photographed, new photography may be requested, with an additional charge of \$5.00 for photographs and \$30.00 for transparencies.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed. Permission requests are accepted in writing only. Processing and use fees are due when an order is placed. The museum must retain all transparencies made of works in its collection by the publishing party. A copy of a publication or media printing is required. Color proofs must be submitted to the museum for approval in time to make corrections before the final printing. Slides may not be used for reproduction. All fees are for one-time use only. Permission to reproduce cannot exceed a period of two years. Only publications bearing appropriate copyright notices may reproduce work in the museum's collections.

Required Credit Line: The Bennington Museum, Bennington, Vermont.

Processing and Materials Fees: Color transparencies--\$40.00, (3 month loan), B&W photographs--\$15.00. Use fees are waived for scholarly publications on a case-by-case basis.

Use Fees: B&W--\$60.00; color transparencies--\$100.00. Fees for television, motion pictures, calendars, puzzles, and other commercial uses will be individually determined at the discretion of the museum.

Boston Athenaeum
10 1/2 Beacon Street
Boston, MA 02108
Department: Photographic Services
Contact: Catharina Slautterback
(617) 227-0270
Fax: (617) 227-5266

Collections Information: A checklist of the paintings and sculpture collection is available from the circulation or records departments for \$30.00.

Color Formats: 35mm slides (originals); 4x5" transparencies (originals); copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 3-4 weeks and there may be an extra charge. No rush orders

will be accepted.

Reproduction Conditions: Cropping is rarely allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. All fees are for one-time use only.

Required Credit Line: Boston Athenaeum.

Scholarly or Nonprofit Fees: Use fees are reduced for scholarly works, defined by a small print run or nonprofit status (tax-exempt number required). Call for current rates.

Commercial Fees: Use fees are established on a case-by-case basis. Call for current rates.

Bowdoin College Museum of Art

Walker Art Building

Brunswick, ME 04011

Department: Registrar

Contact: Mattie Kelley, Registrar

(207) 725-3121

Fax: (207) 725-3123

Collections Information: A partially illustrated catalogue of the collection is available for \$10.00 from the museum shop. A list of slides is also available.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals); 8x10" copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 4-5 weeks with an additional cost of \$40.00 for slides, \$50.00 for 8x10" B&W prints, and \$100.00 for 4x5" color transparencies. Orders can be rushed (fees are doubled) and sent UPS or FedEx.

Reproduction Conditions: Cropping is sometimes allowed. Overprinting is not allowed. Permission requests are accepted in writing only. Two copies of a publication or clip are required. Color proofs must be approved by the museum prior to publication. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Bowdoin College Museum of Art, Brunswick, Maine.

Scholarly or Nonprofit Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$50.00 (3-month loan); 8x10" B&W photographs--\$12.00. Use fees are waived for original scholarly research or in conjunction with a museum exhibition.

Commercial Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$70.00 (3 month loan); 8x10" B&W photographs--\$15.00. Use Fees: For books, textbooks and periodicals: B&W--\$50.00 for interior, \$100.00 for cover; color--\$100.00 for interior, \$200.00 for cover. For advertisements, commercial products, television, films or filmstrips: fee is by quotation, based on use and distribution.

Buffalo Bill Historical Center

P.O. Box 1000
Cody, WY 82414
Department: Registration
Contact: Elizabeth Holmes, Assistant Registrar
(307) 587-4771 ext. 39
Fax: (307) 587-5714

Collections Information: No catalogue is available. Museum Selections (the museum shop) offers reproductions of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals & duplicates); film footage; videotape footage; copy photographs.

B&W Formats: 35mm slides; film footage; videotape footage; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost of \$15.00 for B&W, \$20.00 for color. Orders can be rushed and sent UPS or FedEx, shipping charges billed to the recipient.

Reproduction Conditions: Cropping may be allowed with permission. Permission requests are preferred in writing. A copy of a publication or clip is required. Slides may be used for study and lecture purposes only (not for reproduction). Fees are for one-time use only.

Required Credit Line: Buffalo Bill Historical Center, Cody, Wyoming. (May have additional information depending on the artifact.)

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$15.00.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$100.00 for interior, \$200.00 for exterior (3 month loan); 8x10" B&W photographs--\$20.00 for interior, \$75.00 for exterior. Film and videotape footage are available for 3-month loan; fees are determined on case-by-case basis. Use is granted on a case-by-case basis.

Busch-Reisinger Museum

See entry for Harvard University Art Museums

**Center for Creative Photography,
University of Arizona**

Tucson, AZ 85721
Department: Rights and Reproductions
Contact: Dianne Nilsen
(602) 621-7968
Fax: (602) 621-9444

Collections Information: *Guide to Archival Materials of the Center for Creative Photography*, a 1986 overview of 76 archives is available, along with a 1993 addendum. Guides to 12 archives collections are also available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (duplicates); copy photographs.

B&W Formats: 35mm slides; 4x5" and 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-4 weeks with an additional cost determined by the request. Rush orders may be available for an additional fee.

Reproduction Conditions: Most works in the collection are not available for reproduction until the requester has received copyright permission from the copyright holder. Cropping is not allowed. Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Courtesy, Center for Creative Photography, University of Arizona.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00 for plastic mounts, \$6.00 for glass mounts; 4x5" color transparencies--\$50.00 (4-6 week loan), 8x10" color transparencies--\$100.00 (4-6 week loan); 8x10" B&W photographs--\$50.00 (4-6 week loan). A 20% discount may be available for some publications. No use fees are charged.

Commercial Fees: Not indicated.

The Chrysler Museum

Olney Road and Mowbray Arch

Norfolk, VA 23510

Department: Registrar

Contact: Irene Roughton, Associate Registrar

(804) 622-1211 ext. 244

Fax: (804) 625-4809

Collections Information: Various illustrated catalogues and publications are available from the Jean Outland Chrysler Art Reference Library. The museum shop offers postcards and posters.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (usually duplicates).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. On rare occasions, individuals can arrange to schedule their own photography. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost of \$25.00 for B&W photographs. Orders may be rushed and sent UPS or FedEx, shipping charges billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission from the appropriate curator. Overprinting is not allowed. Permission requests are preferred in writing but are accepted by phone with a backup letter. Processing and use fees are due in advance. A copy of a publication or clip is required. Color proofs must be

approved in advance of publication. Permission to use slides for reproduction is granted on rare occasions. Fees and permission are for one-time use only. Requests for reproductions of contemporary paintings and photographs must first be addressed to the artist or artist's estate with specific details of the publication or reproduction.

Required Credit Line: The Chrysler Museum, Norfolk, Virginia.

Scholarly or Nonprofit Fees: 35mm slides--\$2.50; 4x5" color transparencies--\$35.00 (3 month loan); 8x10" B&W photographs--\$9.00. Use fees are usually waived for original scholarly research, Ph.D. dissertations or master's theses, and exhibition catalogues, or if the work of art is scheduled for loan to the applicant. Nonprofit organizations and limited press runs are also considered for use fee waivers.

Commercial Fees: Slides are sold only for a publisher's consideration of use, not for reproduction; 4x5" color transparencies--\$55.00 (3 month loan), use fee--\$60.00 (negotiable for advertising and other commercial uses); 8x10" B&W photographs--\$12.00, use fee--\$35.00. There is a \$25.00 charge for use of 8x10" B&W photographs in educational filmstrip/video productions and \$50.00 for use of 4x5" color transparencies for educational film or video productions. Charges vary for book cover and calendar use.

Cincinnati Art Museum

Eden Park

Cincinnati, OH 45202

Department: Photographic Services

Contact: Joy Payton

(513) 721-5204 ext. 266

Fax: (513) 721-0129

Collections Information: A catalogue, *Masterpieces from the Cincinnati Art Museum*, is available from the publications department for \$15.95 plus \$2.95 shipping. A partial list of slides is available.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested at an extra charge of \$60.00 for B&W photos, \$150.00 for 4x5" color transparencies, and \$40.00 for color slides. Orders may be rushed and sent FedEx, if availability and scheduling permits. There is an extra charge which varies according to the request.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. In some cases a copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Credit lines are individualized.

Processing and Materials Fees: See Special Services.

Use Fees: For nonprofit use: B&W--\$30.00-\$60.00; color--\$60.00-

\$120.00. For commercial use: B&W--\$60.00-\$180.00; color--\$120.00-\$360.00. For calendar, periodical, brochure or other ad use, fees vary based on the size of a print run. Use fees for other non-editorial use (posters, cards, miscellaneous gift items, etc.) are considered upon application. All fees are subject to change.

Clark Art Institute

See entry for Sterling and Francine Clark Art Institute

The Cleveland Museum of Art

11150 East Blvd.

Cleveland, OH 44106

Department: Product Development

Contact: Andrea Moore

(216) 421-7340

Fax: (216) 421-0411

Collections Information: An illustrated handbook of the collection is available. A 1991 updated catalogue is available. Slides are available from the slide library, Rosenthal and Sandak. Permission to reproduce must be granted by the registrar or slide librarian. A list of slides is available.

Color Formats: 35mm slides (duplicates); 4x5", 5x7", and 8x10" transparencies (originals and duplicates).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. Large tapestries, certain large or fragile sculptures, and ancient ceramics may not be available for reproduction. If an object has not been photographed, new photography may be requested after approval has been granted by the appropriate curator. This takes from 4 weeks to 6 months. There is an extra charge for 8x10" photos: from book illustrations and prints--\$25.00; drawings, manuscripts, and paintings under 36x48"--\$50.00; paintings over 36x48"--\$75.00; three-dimensional objects--\$100.00. Extra charge for transparencies: from drawings, manuscripts and paintings under 36x48"--\$150.00; paintings over 36x48"--\$175.00; three-dimensional objects--\$200.00. No rush orders are accepted. Orders with the recipient's account number can be sent FedEx. On rare occasions, individuals can arrange to schedule their own photography. Reproductions are only permitted from photos taken by museum photographers.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance for all users except museums. A copy of a publication or clip is required. Color proofs must be submitted for approval prior to publication. Slides may be used for reproduction with permission on rare occasions. Fees are for one-time use only.

Required Credit Line: The Cleveland Museum of Art; donor name or purchase fund, accession number of object.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00 (purchase or rental), \$15.00-\$25.00 for TV/film/video; all transparencies--\$35.00 (3 month loan); 8x10" B&W photographs--\$8.00 scholarly, \$15.00 university press. Use fees are included in the purchase/rental price of photos and transparencies and as such cannot be waived.

Commercial Fees: 35mm slides--\$2.00 (purchase or rental), \$50.00--\$75.00 for TV/film/video; all transparencies--\$100.00 (3 month rental); 8x10" B&W photographs--\$25.00. Use fees are included in listed price. Fees for miscellaneous uses: book covers--\$250.00; calendars, greeting cards--\$350.00; posters--\$500.00 (the poster fee can be prorated if requester provides gratis copies; please contact for more information); TV/film/video--fee varies depending on usage, distribution, length of time image is used.

Columbus Museum of Art

480 East Broad Street

Columbus, OH 43205

Department: Curatorial

Contact: Rod Bouc, Registrar of Collections

(614) 221-6801

Fax: (614) 221-0226

Collections Information: Two partially illustrated catalogues of the collection are available from the publications department.

Color Formats: 35mm slides (duplicates, originals at extra cost); 4x5" transparencies (originals).

B&W Formats: 4x5" transparencies (upon request); copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 1-2 weeks with the charge dependent upon the work needed.

Rush orders are accepted with an additional charge of \$50.00.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing fees are due in advance. One copy of a publication or clip is required. Color proofs must be approved in writing before publication. Slides may be used for reproduction with permission. All fees are for one-time use only.

Required Credit Line: Columbus Museum of Art, Ohio; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00, use fee--\$50.00; 4x5" color transparencies--\$50.00 (3 month loan), use fee--\$50.00; 8x10" B&W photographs--\$12.00, use fee--\$25.00. Use fees are waived for scholarly publications, study, and objects on loan to the institution doing the reproduction.

Commercial Fees: 35mm slides--\$5.00, use fee \$60.00; 4x5" color transparencies--\$55.00 (3 month loan), use fee--\$60.00; 8x10" B&W photographs--\$15.00, use fee--\$30.00. Covers, calendars, notecards--use fee, \$200.00-\$300.00.

Corcoran Museum of Art
500 17th Street, NW
Washington, D.C. 20006
Department: Rights and Reproductions
Contact: Shannon Morse
(202) 638-3211
Fax: (202) 737-5414

Collections Information: No catalogues are available. A list of slides sold in the museum shop is available. Slides also are sold by Rosenthal.

Color Formats: 35mm slides (originals & duplicates); 4x5" and 8x10" transparencies (mostly originals).

B&W Formats: 4x5" and 8x10" copy negatives; 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-3 weeks with an additional cost determined by the amount of time and the materials used. Orders can be rushed and sent FedEx with shipping charges billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are usually due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Provided by Corcoran Museum of Art

Scholarly or Nonprofit Fees: 35mm slides--\$3.50; 4x5" and 8x10" color transparencies--\$60.00 (3 month loan); 8x10" B&W photographs--\$10.00. Use fees: interior--\$40.00 for color, \$20.00 for B&W; cover--\$250.00 for color, \$125.00 for B&W. Contact the museum for additional special use fees. Use fees are also waived for scholarly publications; the status is determined by the subject, author, publisher, and press run. Also waived for objects on loan to other institutions and with "in lieu" agreements for non-editorial usage (calendars, etc.).

Commercial Fees: 35mm slides--\$3.50; 4x5" and 8x10" color transparencies--\$100.00 (3 month loan); 8x10" B&W photographs--\$10.00. Use fees: interior--\$100.00 for color, \$50.00 for B&W; cover--\$500.00 for color, \$250.00 for B&W. Contact the museum for additional special use fees.

Cranbrook Academy of Art Museum
1221 Woodward Avenue
Box 801
Bloomfield Hills, MI 48303-0801
Department: Collections
Contact: David D. J. Rau, Associate Curator
(313) 645-3314
Fax: (313) 646-0046

Collections Information: No catalogues are available. The museum shop offers slides and reproductions of objects in the collection. Slides are also offered by Rosenthal.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost beginning at \$50.00. Orders may be rushed, for an additional charge, and sent UPS or FedEx. Occasionally, individuals can arrange to schedule their own photography.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Collection of Cranbrook Academy of Art Museum, gift of...

Scholarly or Nonprofit Fees: 35mm slides--\$7.50, \$5.00/slide for 6 or more; 4x5" color transparencies--\$100.00 refundable deposit, use fee--\$0-\$50.00 (3 month loan); 8x10" B&W photographs--\$10.00, use fee--\$0-\$25.00. Use fees are waived for research and scholarly, unpublished use. Other cases are considered individually.

Commercial Fees: 35mm slides--\$7.50, \$5.00/slide for 6 or more, use fee--\$100.00-\$150.00; 4x5" color transparencies--\$100.00 refundable deposit (3 month loan), use fee--\$150.00; 8x10" B&W photographs--\$10.00, use fee--\$100.00.

Crocker Art Museum

216 O Street
Sacramento, CA 95814
Department: Registrar
Contact: Paulette Hennum
(916) 264-5423
Fax: (916) 264-7372

Collections Information: No catalogues are available.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates).

B&W Formats: 4x5" copy negatives; 8x10" copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. No rush orders are available. Color prints can be special-ordered.

Reproduction Conditions: Cropping is not allowed. Detail use permitted upon approval. Overprinting is allowed only with approval. Images may not be reproduced on color stock. A credit line must be used; for video production it may appear at the beginning or the end of the program. Permission requests are accepted in writing only. Processing and use fees are required in advance. A copy of a publication is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Courtesy Crocker Art Museum, Sacramento, California.

Scholarly or Nonprofit Fees: 35mm slides--\$7.50; 4x5" color transparencies--\$50.00 (4 month loan), use fee--\$50.00 for

interior, \$100.00 for cover; 8x10" glossy prints--\$15.00, use fee--\$25.00 for interior, \$75.00 for cover. Use fees are waived for scholarly publications and museums.

Commercial Fees: 35mm slides--\$10.00; 4x5" color transparencies--\$100.00 (4 month loan), use fee--\$125.00 for interior, \$175.00 for cover; 8x10" B&W photographs--\$25.00, use fee--\$100.00 for interior, \$150.00 for cover. Non-editorial, commercial uses (calendars, posters, greeting and note cards, etc.) are evaluated on a case-by-case basis with an average fee of \$200.00.

The Currier Gallery of Art

192 Orange Street
Manchester, NH 03104-4393
Department: Rights and Reproductions
Contact: Darlene LaCroix
(603) 669-6144
Fax: (603) 669-7194

Collections Information: An illustrated catalogue of the collection is available for about \$12.00 from the curatorial department.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 3 weeks with an additional cost determined by the request. Orders can be rushed, for an extra \$15.00-\$20.00, and sent FedEx.

Reproduction Conditions: Cropping is occasionally allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication or clip are required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: The Currier Gallery of Art, Manchester, New Hampshire; gift or purchase fund, accession number.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00, \$15.00 for special orders, use fee--\$10.00; 4x5" color transparencies--\$75.00 (3 month loan), use fee--\$10.00-\$25.00; 8x10" B&W photographs--\$15.00, use fee--\$10.00-\$25.00. Use fees may be waived for scholarly publications depending upon the author, publisher, and use, i.e. museums, exhibition catalogues, and dissertations.

Commercial Fees: 35mm slides--\$15.00, \$20.00 for special orders; 4x5" color transparencies--\$150.00 (3 month loan); 8x10" B&W photographs--\$25.00. Use fees vary depending on the nature of the request, i.e. images requested, color versus B&W, cover or internal use, press run, number of languages printed, and area of distribution.

Dallas Museum of Art

1717 North Harwood
Dallas, Texas 75201
Department: Visual Resource Library
Contact: Rita Paschal-Bibb, Visual Resource Librarian
(214) 922-1281
Fax: (214) 954-0174

Collections Information: Several permanent collection catalogues are available from the Museum Store. Review slides are available through Visual Resource Library Photographic Services.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (mostly original).

B&W Formats: 8x10" copy photographs (from original negatives).

Special Services: Photography is done in-house. Some works are not available for reproduction. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional charge of \$300.00. Orders will be shipped by FedEx (with the recipient's account number).

Reproduction Conditions: Cropping, bleeding, overprinting, and reproduction on colored stock are not allowed. Details may be reproduced only when an overall view of the object is also reproduced. All reproduction requests must be in writing.

Reproductions are allowed from museum-produced photography only. A copy of a publication is required for the museum archives. If an image is to be reproduced on a cover, the cover design must be approved by the museum prior to publication. Slides may not be used for reproduction. Reproduction permissions are provided for one-time, one-edition, one-language reproduction only. Additional use must be approved individually. No world rights are given. No advertising use is allowed.

Required Credit Line: Dallas Museum of Art; acquisition data, Photographic Materials Copyright 19XX, Dallas Museum of Art

Scholarly and Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$80.00 (3 month loan), use fee--\$35.00; B&W photographs--\$10.00, use fee--\$15.00; special use fee (book covers, chapter headings, etc.)--\$200.00 minimum. Use fees are waived for museums and cultural institutions. There is an additional \$5.00 service charge per order.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$90.00 (3 month loan), use fee--\$70.00; B&W photographs--\$15.00, use fee--\$30.00; special use fee (book covers, chapter headings, etc.)--\$300.00 minimum. Merchandising fees (calendars, posters, postcards) are determined on a case-by-case basis. There is an additional \$5.00 service charge per order.

Denver Art Museum

100 W. 14th Ave. Pkwy.
Denver, CO 80204
Department: Photography
Contact: Cynthia Nakamura, Manager
(303) 640-2472
Fax: (303) 640-5627

Collections Information: An illustrated catalogue of the major works in the collection (prior to 1981) is available from the museum shop for approximately \$10.00. The museum shop has other reproductions available, including sources featuring works from their Native American collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals & duplicates); copy photographs.

B&W Formats: 4x5" and 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. Contemporary pieces and those under copyright restriction may not be available for reproduction. If an object has not been photographed, new photography may be requested. This takes one month, with an additional cost. There will be a minimum 200% surcharge on rush orders, which can be sent FedEx.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed nor may images be reproduced on colored stock. Permission requests must be in writing and must be approved prior to the sending of photographic materials. Processing and use fees are due in advance. A copy of a publication or clip is required. Proofs of color separations, accompanied by the original transparency, must be submitted to the museum for approval prior to publication. Slides are for study purposes only and may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: From the collection of the Denver Art Museum.

Scholarly or Nonprofit Fees: 35mm slides--\$1.50/each, orders of 11 or more--\$1.00/each; 4x5" and 8x10" color transparencies--\$25.00/month (loan); 8x10" B&W photographs--\$15.00. Use fees are waived for non-profit and museum use.

Commercial Fees: 4x5" and 8x10" color transparencies--\$25.00/month (loan), use fee--\$100.00; 8x10" B&W photographs--\$20.00, use fee--\$35.00. Use fees for book/magazine covers, film, etc. are determined on a case-by-case basis.

Fogg Art Museum

See entry for Harvard University Art Museums

The Folger Shakespeare Library

201 East Capitol Street, SE

Washington, D.C. 20003

Department: Photography

Contact: Theresa Clark, Julie Ainsworth

(202) 544-4600

Collections Information: A 26-volume card catalogue, published by G. K. Hall, is now out of print. The museum shop offers exhibition catalogues and published books.

Color Formats: 35mm slides (originals & duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs; microfilm.

Special Services: Photography is done in-house; microfilm and color

film are processed outside. Some objects may not be available for reproduction due to fragility and handling size. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional charge of 25%-50% of the processing fee. No rush orders are accepted. Shipping is via UPS or FedEx, billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are usually accepted in writing only. Processing fees are due in advance. Slides may be used for reproduction with permission. Fees are for one-time use only.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00, special orders--\$10.00, special cropping--\$15.00/slide, minimum order--\$10.00; 4x5" and 8x10" color transparencies--\$50.00, special orders--\$75.00 (3 month loan); 8x10" B&W photographs--\$12.00, special orders--\$22.00; view photographs of 3-D objects (negative retained by Library)--\$50.00. Microfilm is available; contact the library for further information. Use fees are waived for scholarly journals, university presses, and nonprofit organizations. Other cases are evaluated at the discretion of the director.

Commercial Fees: Same as nonprofit unless specified in the following: 4x5" and 8x10" color transparencies--\$75.00, special orders--\$125.00, (3 month loan), use fee--\$50.00; use of individual items, i.e. engravings, prints, original works of art, single pages from books or manuscripts--\$50.00 per photograph or transparency to be used for publication. For larger orders, the regular fee is charged for the first 20 items, \$20.00 for each item thereafter. The fee for facsimile reproduction of any book or manuscript in toto is fifteen times the price at which the work is to be offered for sale at retail for all publications of 500 copies or less. An additional fee, determined by the director, is charged for copies in excess of 500. Reproduction of any book or manuscript, in toto, for commercial distribution in microform or xerographic form costs \$100.00 for up to 500 frames of film. For film in excess of 500 frames, the fee will be determined by the director.

Frederic Remington Art Museum
303 Washington Street
Ogdensburg, NY 13669
Contact: Laura Foster, Curator
(315) 393-2425
Fax: (315) 393-4464

Collections Information: A catalogue is expected to be published in 1995.

Color Formats: 35mm slides (by special arrangement); 4x5" transparencies.

B&W Formats: 35mm slides; copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. This takes 3 weeks with an additional cost which varies according to the request. Orders can be rushed with shipping via UPS or FedEx, billed to the recipient.

Reproduction Conditions: Cropping is rarely allowed, permission is

required. Overprinting is not allowed. Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Courtesy Frederic Remington Art Museum, Ogdensburg, New York.

Processing and Material Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$35.00 (4 month loan); 8x10" color transparencies--\$12.00.

Use Fees: slides and 4x5" transparencies--\$100.00; 8x10" transparencies--\$25.00. Use fees are waived for scholarly publications on a case-by-case basis.

**Freer Gallery of Art and
Arthur M. Sackler Gallery,
Smithsonian Institution**

1050 Independence Avenue SW
Washington D.C. 20560

Contact: Laveta Emory, Rights and Reproductions Supervisor
(202) 357-4880, ext. 350

Fax: (202) 357-4911

Collections Information: A list of slides is available.

Color Formats: 35mm slides; 4x5" and 8x10" transparencies; photographs.

B&W Formats: copy photographs.

Special Services: Photography is done in-house. Some objects may not be available for reproduction. If a request necessitates special photography, there is a one-hour minimum charge of \$50.00, and an hourly rate of \$40.00 after the first hour, plus the cost of the photograph, slide, or transparency. Rush orders are guaranteed within one work week. There is a 100% surcharge for this service.

Reproduction Conditions: Cropping is allowed with permission, a credit line must state an image is a detail. Permission requests are accepted in writing only. A copy of a publication is required. Slides may not be used for reproduction. All fees are for one-time use only.

Required Credit Line: Courtesy of Freer Gallery of Art or Arthur M. Sackler Gallery, Smithsonian Institution, Washington, DC.; accession number and other pertinent information regarding the specific artwork as provided at the time of approval.

Processing and Material Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$60.00, 8x10"--\$70.00; 8x10" B&W photographs--\$9.00; color photographs--\$30.00.

Use Fees: Editorial use--\$50.00 for B&W, \$100.00 for color; non-editorial or special media use--\$100.00 for B&W, \$200.00 for color. Scholarly publications may request a waiver for reduction of fees for reproduction of an image. The request should be submitted in writing and approval is at the discretion of the museum.

The Frick Collection

1 East 70th Street
New York, NY 10021

Department: Rights and Reproductions

Contact: Deborah A. Charlton, Manager, Sales and Information
(212) 288-0700

Fax: (212) 628-4417

Collections Information: A black and white catalogue of the paintings in the collection is offered through the sales and information department for \$7.00. A list of slides is available. The museum shop also offers print reproductions of objects in the collection.

Color Formats: 35mm slides (originals & duplicates); 8x10" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks. Orders may be rushed for cost plus \$25.00 for UPS or FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. A copy of a publication is required. Final color proofs must be approved prior to publication. Slides may be used for reproduction only in magazines, with written permission. Non-refundable fees are for one-time use only.

Required Credit Line: The Frick Collection, New York.

Processing and Materials Fees: 8x10" color transparencies--\$100.00, use fee included (6 month loan); 8x10" B&W photographs--\$25.00 plus shipping, use fee included.

Use Fees: Use fees are included in processing fee. Reproduction of works is only granted for educational purposes in art and history books and in books of a commercial nature. No permission for commercial uses such as calendars, posters, etc. is given. Permission is granted for educational TV programming.

Georgia Museum of Art,

University of Georgia

Athens, Georgia 30602

Department: Registrar

Contact: Annelies Mondt, Assistant Registrar

(706) 542-3255

Fax: (706) 542-1051

Collections Information: No catalogues are available. Slides are offered through Sandak.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals); copy photographs.

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 4 months with an additional cost determined by request.

Rush orders are accepted with a \$50.00 surcharge.

Reproduction Conditions: Cropping is allowed with permission. Processing and use fees are due in advance. A copy of a publication or clip is required. A color proof may need to be submitted prior to publication. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Varies.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$8.00. Use fees are waived for one-time reproduction for educational or nonprofit use. Cases are considered individually.

Commercial Fees: 35mm slides--\$6.00; 4x5" color transparencies--\$60.00 (3 month loan); 8x10" B&W photographs--\$12.00. Use fees: B&W--\$50.00, color--\$75.00.

Grand Rapids Art Museum

155 Division North

Grand Rapids, MI 49503

Department: Curatorial

Contact: Kathleen Ferres, Registrar

(616) 459-4677

Fax: (616) 459-8491

Collections Information: An illustrated catalogue of the collection is available free, in most cases, from the Curatorial Department.

Color Formats: 35mm slides; 4x5" transparencies; copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done mostly by outside sources. If an object has not been photographed, new photography may be requested. This takes 2-3 weeks with an additional cost determined by the request. Rush orders are possible, shipped via UPS or FedEx and billed to the recipient.

Reproduction Conditions: Cropping and overprinting are not permitted without the museum's approval. Permission requests are accepted in writing only. Two copies of a publication are required. The museum reserves the right to grant final approval of proofs. Fees are for one-time, one-language, one-edition use only.

Required Credit Line: Collection of Grand Rapids Art Museum; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies (loan)--\$40.00 for editorial, \$100.00 for cover, film, videotape, and television; 8x10" B&W photographs--\$10.00, \$20.00 for editorial, \$50.00 for cover, film, videotape, and television.

Commercial Fees: 35mm slides--\$10.00; 4x5" color transparencies (loan)--\$50.00 for editorial, \$200.00 for cover, film, videotape, and television; 8x10" B&W photographs--\$10.00, \$30.00 for editorial, \$80.00 for cover, \$100.00 for film, videotape, and television.

Harry Ransom Humanities Research Center
University of Texas at Austin
P.O. Drawer 7219
Austin, Texas 78713
Department: Photography Collection
Contact: Andrea Inselmann, Assistant Curator
(512) 471-9124
Fax: (512) 471-9646

Collections Information: No catalogues are available.

Color Formats: 35mm slides; 4x5" and 8x10" transparencies; copy photographs.

B&W Formats: 4x5" and 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-8 weeks with an additional charge starting at \$6.00 per copy negative (which remains the property of the center). No rush orders will be accepted. Shipping is via FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. A copy of a publication or clip is required. The museum strongly urges patrons to use larger formats (8x10") for higher quality reproduction. Fees are for one-time, single-edition use only.

Required Credit Line: Photography Collection or Gernsheim Collection, Harry Ransom Humanities Research Center, The University of Texas at Austin.

Processing and Materials Fees: All materials are available for loan only. 35mm color slides--\$5.00; 4x5 color transparencies--\$25.00, 8x10" color transparencies--\$45.00; 8x10" or larger color prints--\$10.00 plus outside lab cost; 8x10" B&W prints--\$9.00 for resin-coated paper, \$20.00 for double-weight fiber paper. Larger and panoramic prints are available at additional costs.

Use Fees: Text or catalogue illustration--\$35.00; magazine illustration--\$15.00; video, film, and slide show (non-print media)--\$150.00 per showing minute, \$75.00 minimum; cover illustration, dustjacket, advertisements, and promotional uses--\$100.00; facsimile reproduction--\$100.00 minimum; exhibition or display for which admission is charged--\$35.00. Use fees are waived for scholarly publications and tax-exempt, nonprofit users. Exemption is determined by the nature of the publication, the publisher, and the intended circulation.

Harvard University Art Museums:
Fogg Art Museum, Arthur M. Sackler Museum and
Busch-Reisinger Museum
32 Quincy Street
Cambridge, MA 02138
Department: Photographic Services
Contact: Elizabeth Gombosi, Manager of Photographic Services
(617) 495-2389

Collections Information: Various catalogues and other reproductions are offered by the museum shop. There is a list of about 200 slides that are always available, others are duplicated upon request.

Color Formats: 35mm slides (originals & duplicates); 4x5", 5x7", and 8x10" transparencies (originals & duplicates).

B&W Formats: 8x10" copy photographs (objects smaller than 8x10" are at 1:1).

Special Services: Photography is done in-house. Reproductions of forgeries and works not on the premises are not available. Works on loan to the museums can only be reproduced with the consent of the owner. If an object has not been photographed, new photography may be requested. This takes 3-4 weeks. Orders can sometimes be rushed; with an additional 50% for 5-day service, 100% for 2-day. Shipping is via FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is occasionally allowed with permission. Permission requests are accepted in writing only. Processing fees are due in advance; use fees may be paid when materials are actually used. A copy of a publication is required. Slides may be used for reproduction for personal use but not for publication. Fees are for one-time use only.

Required Credit Line: Courtesy of (name of museum; Fogg Art Museum, Arthur M. Sackler Museum, or Busch-Reisinger Museum) Harvard University Art Museums; acquisition information.

Processing and Materials Fees: 4x5" and 8x10" color transparencies--\$90.00 (3 month loan); 8x10" B&W photographs--\$12.00.

Use Fees: 4x5" and 8x10" color transparencies--\$100.00 for interior, \$300.00 for cover; 8x10" B&W photographs--\$50.00 for interior, \$200.00 for cover. No promotional or advertising use is allowed. Use fees are waived for scholarly works and publications by nonprofit agencies.

Heckscher Museum

Prime Avenue

Huntington, NY 11743

Department: Registrar

Contact: William H. Titus, Registrar

(516) 351-3251

Fax: (516) 423-2145

Collections Information: An illustrated catalogue of paintings and sculpture acquired before 1978 is available.

Color Formats: 35mm slides (duplicates); 4x5" color transparencies (originals), other sizes by special order.

B&W Formats: 4x5" copy negatives, other sizes by special order; copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes one month with an additional cost determined by the request. Shipping is via FedEx, billed to the recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are

due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time, one-edition use only.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00 for duplicates, \$6.00 for originals; 4x5" color transparencies--\$35.00 (3 month loan); 8x10" B&W photographs--\$12.00; use fees--\$50.00 for B&W images, \$100.00 for color images; use fees may be waived for nonprofit publications.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00 (3 month loan); 8x10" B&W photographs--\$16.00; use fees--\$50.00 for B&W images, \$100.00 for color images.

**Henry Art Gallery,
University of Washington**
DE-15
Seattle, WA 98195
Department: Curator of Collections/Registrar
Contact: Judy Sourakli, Curator of Collections
(206) 543-2281
Fax: (206) 685-3123

Collections Information: An illustrated handbook of the collection, published in 1986, is available through the bookstore.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: 4x5" copy negatives; copy photographs.

Special Services: Photography is done by an outside source. Requests will be denied if suitable quality reproductions do not exist and/or if the object is not a good example nor in good condition.

If an object has not been photographed, new photography may be requested. This takes 2-4 weeks with an additional charge determined by the request.

Reproduction Conditions: Cropping is allowed with permission only if the full image is also used. Two copies of a publication or clip are required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Henry Art Gallery, University of Washington; gift and collection credit.

Processing and Materials Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$60.00 (3 month loan); 8x10" color transparencies--\$90.00 (3 month loan); 8x10" B&W photographs--\$100.00.

Use Fees: Use fee is \$60.00. Use fees, not photography costs, may be waived for original scholarly research and nonprofit educational organizations, although an additional copy of the publication may be requested in such cases.

Henry E. Huntington Library and Art Gallery

1151 Oxford Road

San Marino, CA 91108

Department: Art Division

Contact: Diedre Cantrell, Administrative Assistant

(818) 405-2225

Fax: (818) 405-0634

Collections Information: An illustrated catalogue of the collection is available from the publications department. A list of slides is available; slides also offered by Rosenthal.

Color Formats: 35mm slides (originals & duplicates); 4x5" and 8x10" transparencies (originals); copy photographs.

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4 weeks with an additional cost determined by the request. No rush orders are accepted. Shipping is via first class or FedEx, billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed. Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may be used for reproduction. Fees are for one-time use only, and must be paid in advance.

Required Credit Line: Henry E. Huntington Library and Art Gallery.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$125.00; 8x10" color transparencies--\$175.00 (6 month loan); 8x10" B&W photographs--\$9.00.

Use Fees: B&W--\$75.00/plate per edition; color--\$100.00/plate per edition. Use fees are waived for educational, nonprofit publications.

Henry Francis du Pont Winterthur Museum

Winterthur, DE 19735

Department: Registration

Contact: Karol Schmiegel, Registrar

(302) 888-4780

Fax: (302) 888-4950

Collections Information: Photography of about 2/3 of the museum's 75,000 objects is available. In addition, photography of material from Winterthur's library (manuscripts, printed ephemera, books, periodicals, visual resources, and archives) may be ordered.

Color Formats: 35mm slides; 4x5" transparencies; 8x10" transparencies (a small number available); color photographs.

B&W Formats: 8x10" glossy copy photographs (from a collection of 8x10" and 4x5" negatives).

Special Services: If an object has not been photographed, or a color copy photograph is desired, new photography may be requested. This takes 4 weeks with an additional cost determined by the requested format. Rush orders are charged an additional fee. Orders can be sent U.S. mail, UPS, or FedEx.

Reproduction Conditions: Cropping may be allowed with permission. Permission requests are accepted in writing only. Fees are for one-time use only.

Required Credit Line: Courtesy, Winterthur Museum (for museum objects) or Courtesy, Winterthur Library, Printed Book and Periodical Collection (for library materials)

Scholarly or Nonprofit Fees: 35mm slides--\$3.50; 4x5" and 8x10" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$13.50. Use fees are waived for nonprofit use only, university or museum press.

Commercial Fees: 35mm slides--\$70.00, use fee--\$70.00; color transparencies--\$100.00 (3 month loan), use fee--\$100.00; 8x10" B&W photographs--\$36.00, use fee--\$25.00.

**Herbert F. Johnson Museum of Art,
Cornell University**
Ithaca, NY 14853-4001
Department: Rights and Reproductions
Contact: Robinne Gray, Curatorial Assistant
(607) 255-6464
Fax: (607) 255-9940

Collections Information: The current catalogue dates from 1981.
Color Formats: 35mm slides; 4x5" transparencies; 8x10" color photographs.

B&W Formats: 4x5" copy negatives; 8x10" glossy copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested at an additional charge. Processing time for new photography is approximately two weeks.

Reproduction Conditions: Cropping and overprinting are not allowed. Permission requests are accepted in writing only. Processing fees are due in advance except in special circumstances. A copy of a publication or clip is required. The museum must proof and approve color reproductions. Slides may not be used for reproduction and may be duplicated only with permission. All fees are for one-time use only.

Required Credit Line: Herbert F. Johnson Museum of Art, Cornell University, Ithaca NY; gift of..., accession number.

Fees: Contact the museum for current rates. Fees are waived for exhibition catalogues.

High Museum of Art
1280 Peachtree Street, N.E.
Atlanta, GA 30309
Department: Registrar
Contact: Frances Francis, Registrar
(404) 892-3600 ext. 309
Fax: (404) 898-9578

Collections Information: Catalogues are available through the museum shop.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals); copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost determined by the request. Works on extended loan may not be available for reproduction.

Reproduction Conditions: Cropping, overprinting, bleeding and printing on colored stock are not allowed. Permission requests are accepted in writing only. A copy of a publication is required. Color proofs must be approved by the museum prior to publication. Slides may be used for reproduction with permission. Fees must be paid in advance and are for one-time use only.

Required Credit Line: Collection High Museum of Art, Atlanta, Georgia; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$80.00 (3 month loan), use fee--\$35.00; 8x10" B&W photographs--\$15.00, use fee--\$15.00; special use fee for bookcovers, posters, calendars, etc.--\$50.00 for B&W, \$100.00 for color.

Commercial Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$90.00 (3 month loan), use fee--\$35.00; 8x10" B&W photographs--\$25.00, use fee--\$50.00; special use fee for bookcovers, posters, calendars, etc.--\$200.00 for B&W, \$100.00 for color.

**Hirshhorn Museum and Sculpture Garden
Smithsonian Institution**

Independence Avenue at 8th Street, SW
Washington, D.C. 20560

Department: Rights and Reproductions

Contact: Mary O'Neill, Photo Coordinator
(202) 357-3273

Fax: (202) 357-3151

Collections Information: A catalogue of the collection is not available. A limited number of slides are available through Rosenthal.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals); videotape; copy photographs.

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 8-12 weeks at an additional cost of \$85.00. Rush orders may be requested and shipped via FedEx, depending on the schedule and workload of the photographers.

Reproduction Conditions: Cropping is not allowed. Permission requests must be in writing. Permission will only be granted for publications or projects dealing directly with the artwork or the artist; illustrational use is not permitted for reproduction. A copy of a publication or clip is required. Slides may not be used

for reproduction. All fees are for one-time use only, and must be paid in advance.

Required Credit Line: Varies with each individual artwork.

Scholarly or Nonprofit Fees: 35mm slides--no charge for loan, \$5.00 for purchase; 4x5" color transparencies--\$25.00 (6 month loan); 5x7" and 8x10" B&W prints--\$10.00; use fee--\$50.00/image.

Commercial Fees: All commercial reproduction requests are handled by the Smithsonian Institution's Office of Product Development and Licensing (202/287-3620).

Hispanic Society of America

613 W. 155th Street

New York, NY 10032

Department: Museum Department

Contact: Margaret Connors

(212) 926-2234

Collections Information: An illustrated catalogue of portions of the collection is available from the publications department.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 6 weeks with an additional cost depending upon the format requested. No rush orders are accepted. Shipping is via UPS or Fed Ex, prepaid by the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication are required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Courtesy of Hispanic Society of America, New York.

Scholarly or Nonprofit Fees: 4x5" and 8x10" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$8.00. Use fees are waived for scholarly publications.

Commercial Fees: 4x5" and 8x10" color transparencies--\$100.00 (3 month loan); 8x10" B&W photographs--\$30.00. Additional fees (based on use) are charged for advertisements, book jackets, wallpaper, ceramics, etc.

The Hyde Collection

161 Warren Street

Glens Falls, NY 12801

Department: Public Relations

Contact: Linda Dickie

(518) 792-1761

Fax: (518) 792-9197

Collections Information: A catalogue of the collection is available for \$25.95 from the museum shop. A list of slides is available. Slides also are offered by Sandak.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 3 months. No rush orders are accepted.

Reproduction Conditions: Cropping occasionally is allowed with permission. Permission requests are accepted in writing only. Use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: The Hyde Collection, Glens Falls, New York.

Scholarly or Nonprofit Fees: 35mm slides--\$1.50; 4x5" and 8x10" color transparencies--\$75.00 (loan); 8x10" B&W photographs--\$15.00. Use fees are waived for scholarly art historical publications only.

Commercial Fees: 4x5" and 8x10" color transparencies--\$300.00, use fee included (loan); 8x10" B&W photographs--\$15.00, use fee--\$75.00.

Indianapolis Museum of Art

1200 West 38th Street

Indianapolis, IN 46208

Department: Photo Services

Contact: Ruth Roberts, Coordinator

(317) 923-1331, ext. 171

Fax: (317) 926-8931

Collections Information: An illustrated handbook of portions of the collection is available for \$15.00. Orders must be placed through Alliance Museum Shop. A list of slides is available. Exhibition catalogues also are offered.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals); copy photographs by special order.

B&W Formats: 8x10" glossy copy photographs.

Special Services: Photography is done in-house. Artwork on loan or with copyright restrictions and some fragile prints may not be available for reproduction. If an object has not been photographed, new photography may be requested. This takes one month with individual charges determined by the request. Shipping is via UPS or FedEx, billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Processing and use fees are due in advance. Three copies of a publication or clip are required. Color proofs must be approved prior to publication. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Indianapolis Museum of Art; Collection of ..., acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; color transparencies--\$50.00 for museums and scholars; \$75.00 for

nonprofit organizations, refundable deposit--\$50.00 (4 month loan); 8x10" B&W photographs--\$10.00 for museums and scholars; \$20.00 for nonprofit organizations.

Commercial Fees: 35mm slides--\$5.00; color transparencies--\$125.00, refundable deposit--\$50.00 (4 month loan); 8x10" B&W photographs--\$40.00. Commercial requests will only be considered after a written proposal has been submitted to the coordinator of rights and reproductions.

The J. B. Speed Art Museum

2035 South Third St.

P.O. Box 2600

Louisville, KY 40201-2600

Department: Registrar

Contact: Lisa Parrott, Assistant Registrar

(502) 636-2893

Fax: (502) 636-2899

Collections Information: A catalogue of the collection is available for \$3.95 from the museum gift shop.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates); copy photographs.

B&W Formats: 35mm slides; 4x5" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes one month with an additional cost determined by the request. Rush orders can be sent UPS or FedEx, billed to the recipient. Individuals can arrange to schedule their own photography.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. A copy of a publication is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Collection of the J. B. Speed Art Museum, Louisville, Ky.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies (3 month loan)--\$60.00 for museums and scholars, \$80.00 for nonprofit organizations; 8x10" B&W photographs--\$10.00 for museums and scholars, \$15.00 for nonprofit organizations; use fees--\$7.00 for B&W; \$30.00 for color. Use fees are waived for non-commercial, educational, and scholarly publications and museums.

Commercial Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$100.00 (3 month loan); 8x10" B&W photographs--\$20.00. Use fees--\$12.00 for B&W; \$45.00 for color. Additional fees are charged for cover, calendar, and non-editorial use. A written request must be submitted to the registrar for consideration.

The J. Paul Getty Museum

17985 Pacific Coast Highway

Malibu, CA 90265

Department: Photo Services

Contact: Jacklyn Burns, Rights and Reproductions Coordinator

(310) 459-7611 ext. 309

Fax: (310) 454-8156

Collections Information: A handbook guide to the various collections and several catalogues are available from the bookstore. Portions of the manuscript and antique vase collections are available on video disk. Other reproductions of objects in the collection are offered by the bookstore.

Color Formats: 35mm slides (originals & duplicates); 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 1-3 months with an additional cost of \$25.00 for two-dimensional works, \$35.00 for three-dimensional works. No rush orders are accepted. Shipping is via FedEx (with the recipient's account number), or the museum will invoice later.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Two copies of publication or clip are required. Slides may be used for reproduction in certain magazines, with permission. Fees are for one-time use only.

Required Credit Line: Collection of The J. Paul Getty Museum, Malibu, California.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" and 8x10" color transparencies--\$50.00 (90 day loan); 8x10" B&W photographs--\$10.00.

Use Fees: 4x5" color transparencies--\$75.00 for interior, \$100.00 for cover; 8x10" B&W photographs--\$25.00 for interior, \$50.00 for cover. Use fees are waived for nonprofit users. Reproduction permission is usually not granted for use in commercial products (greeting cards, posters, stationery, coffee mugs) or in promotional materials and advertisements.

The John and Mable Ringling Museum of Art

5401 Bay Shore Road

Sarasota, FL 34243

Department: Registrar

Contact: Ed Amatore

(813) 359-5736

Fax: (813) 359-5745.

Collections Information: No catalogue of the entire collection is available. Selected items are reproduced in catalogues published by the museum, and are offered by the museum shops and available in the libraries. Other reproductions offered by the museum shops.

Color Formats: 35mm slides (duplicates); 4x5" transparencies

(duplicates); copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. Outside photographers are allowed to photograph works of art in the collection for commercial or nonscholarly purposes only, at the discretion of the museum with prior permission from the museum's Public Affairs office. If an object has not been photographed, new photography may be requested with additional charges determined by the request. This takes 3-4 weeks.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only. Rights of reproduction in any medium must be obtained in writing from The Ringling Museum of Art. The museum reserves the right, at its discretion, to decline to make available its color transparencies, B&W photographs, and other photographic resources. When placing an order, please state fully the intended use of the material requested.

Required Credit Line: Full ownership credit and the donor's name must appear in immediate proximity to the reproduction or in the acknowledgments section within the publication, as specified by the museum. An exact credit line is furnished with each reproduction.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00, use fee--\$25.00; 4x5" color transparencies--\$25.00 (3 month loan), use fee included; 8x10" B&W photographs--\$5.00, use fee--\$25.00; color reproduction and handling fee for editorial use, when the rental of a museum transparency is not required--\$50.00. Use fees may be waived at the discretion of the museum director.

Commercial Fees: 35mm slides--\$2.00, use fee--\$25.00; 4x5" color transparencies (3 month loan)--\$80.00, use fee included; 8x10" B&W photographs--\$10.00, use fee--\$25.00; color reproduction and handling fee for editorial use, when the rental of a museum transparency is not required--\$50.00.

Kimbell Art Museum

3333 Camp Bowie Blvd.

Ft. Worth, TX 76107

Department: Registrar

Contact: Anne Adams

(817) 332-8451 ext. 238

Fax: (817) 877-1264

Collections Information: A catalogue of the collection is available for \$75.00 from the museum bookstore. The bookstore also offers other reproductions of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested, which takes 2 weeks. Rush orders are sent UPS or FedEx, billed to the

recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Color proofs may be requested to ensure color fidelity. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Kimbell Art Museum, Fort Worth, Texas.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" and 8x10" color transparencies--\$75.00 (4 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Color--\$75.00, B&W--\$35.00; interior use--\$75.00, cover use--\$125.00. Use fees are occasionally waived for scholarly publications, upon request, and exhibition catalogues, when work is lent by the museum to the exhibition.

Marion Koogler McNay Art Museum

6000 North New Braunfels

San Antonio, TX 78209

Department: Collections Management

Contact: Heather Hornbuckle

(210) 824-5368

Fax: (210) 824-0218

Collections Information: A partially illustrated catalogue of the collection is available for \$15.00 from the museum store.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 10 days with an additional cost determined by the photographer. Rush orders are sent FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Marion Koogler McNay Art Museum, San Antonio, Texas.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00, use fee included (3 month loan); 8x10" B&W photographs--\$10.00. The waiving of use fees is determined at the time of the request.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00 (3 month loan); 8x10" B&W photographs--\$10.00. Use fees (for one-time use of a single image): B&W--\$30.00 plus one gratis copy; color--\$75.00 interior, \$100.00 cover, posters, and calendars.

**Mead Art Museum,
Amherst College**
Amherst, MA 01002
Department: Registrar
Contact: Linda Best
(413) 542-2335
Fax: (413) 542-2117

Collections Information: No comprehensive catalog is available.

Color Formats: 35mm slides; 4x5" transparencies.

B&W Formats: 8x10" glossy copy photographs, other sizes available upon request.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. Since a commercial photographer is used, the time frame can range from two weeks to six months. Processing of photo orders may take up to two months.

Reproduction Conditions: Cropping, overprinting, bleeding and printing on colored stock are not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Final copy and layout for any promotional (i.e. advertising) material reproducing a museum image must be submitted for review and written approval. Color proofs may also be subject to pre-approval. Slides may not be used for reproduction. Fees are for one-time, one-edition, one-language use only.

Required Credit Line: Mead Art Museum, Amherst College; acquisition information.

Processing and Material Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$150.00 (12 month loan); 8x10" B&W prints--\$10.00.

Use Fees: B&W images--\$25.00; color images--\$50.00. Special use fees for television, video, covers, advertising, etc. are determined individually. Use fees are waived upon request for educational or nonprofit use.

**Meadows Museum,
Southern Methodist University**
Dallas, TX 75275-0356
Department: Rights and Reproductions
Contact: Christine Moore, Manager
Phone: (214) 768-2727
Fax: (214) 768-1688

Collections Information: A list of slides is available. Other reproductions of works in the collection are offered by the museum.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (duplicates); copy photographs by request.

B&W Formats: 8x10" copy photographs, other sizes by request.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-3 weeks with an additional cost determined by the request. Rush orders are accepted. Shipping is via FedEx billed to the

recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Color proofs must be submitted to the museum for approval prior to publication. Slides may not be used for reproduction. Fees are for one-time, one-language use only.

Required Credit Line: Varies; see the permission form for specific credit lines.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$90.00 (4 month loan); 8x10" B&W photographs--\$15.00; use fees: B&W--\$15.00, color--\$35.00.

Commercial Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$110.00 (4 month loan); 8x10" B&W photographs--\$25.00; use fees: B&W--\$25.00, color--\$60.00.

Memorial Art Gallery of the University of Rochester

500 University Ave.

Rochester, NY 14607

Department: Curatorial

Contact: Katherine Ertsgaard

(716) 473-7720

Fax: (716) 473-6266

Collections Information: A hard-cover catalogue, *Memorial Art Gallery: An Introduction to the Collection*, is available through the gallery store.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (duplicates).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done both in-house and by an outside source. If an object has not been photographed, new photography may be requested. This takes 2 weeks with an additional cost determined by the request. Rush orders will be charged an additional fee, determined by the request, and can be sent UPS or FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are preferred in advance. A copy of a publication or clip is required. Slides may be used for reproduction, however, a 4x5" transparency is preferred. Fees are for one-time use only.

Required Credit Line: Memorial Art Gallery of the University of Rochester.

Processing and Materials Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$100.00 (4 month loan); 8x10" B&W photographs--\$13.50.

Use Fees: Educational and nonprofit--\$15.00 for editorial, \$45.00 for non-editorial; commercial--\$75.00 for editorial; \$225.00 for non-editorial. No use fee is charged to borrowing institutions for an object on loan for an exhibition.

Memphis Brooks Museum of Art

Overton Park
Memphis, TN 38112
Department: Registrar
Contact: Kip Peterson
(901) 722-3500
Fax: (901) 722-3522

Collections Information: No catalogues are available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (usually originals).

B&W Formats: 4x5" copy negatives; copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes one month with an additional cost of up to \$75.00. Rush orders are charged the cost of shipping via UPS or FedEx. Individuals seeking to schedule their own photography must make a request to the museum director.

Reproduction Conditions: Cropping is not allowed. Permission requests are generally accepted in writing only. A copy of a publication or clip is required. Slides may be used for reproduction only if transparencies are not available. Fees are for one-time use only.

Required Credit Line: Memphis Brooks Museum of Art; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$75.00, use fee included (3 month loan); 8x10" B&W photographs--\$12.00. Use fees are waived for B&W reproductions in scholarly publications in exchange for a copy of the publication.

Commercial Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$150.00 for interior, \$405.00 for cover (3 month loan); 8x10" B&W photographs--\$15.00, use fee--\$50.00 for interior, \$100.00 for cover.

Metropolitan Museum of Art

1000 Fifth Ave.
New York, NY 10028-0198
Department: Photograph Library
(212) 879-5500
Fax: (212) 861-2458

Collections Information: Various catalogues of the Museum's collections are available through libraries and bookstores.

Color Formats: 8x10" transparencies (mostly originals).

B&W Formats: 4x5" glossy, 8x10" glossy or matte copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost determined by the request.

Reproduction Conditions: Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is sometimes required. Slides may not be used for reproduction. Fees are for one-time, print media use

only, and include a one language, editorial use fee and postage and handling fees for First Class Registered Air Mail. Rental or purchase fees are payable for all materials whether or not they are reproduced. Re-use publication permission forms will be issued only for re-use of photographic material originally obtained from the museum, not from duplicate transparencies, slides, postcards, or publications.

Required Credit Line: Varies with each item.

Scholarly or Nonprofit Fees: 8x10" color transparencies--\$100.00 for nonprofit organizations and galleries (6 month loan), \$75.00 for other museums (6 month loan); 4x5" and 8x10" B&W photographs--\$25.00 for nonprofit organizations, galleries and magazines; \$12.00 for study, scholarly articles and other museums. Fees for electronic, non-editorial or multiple uses will be determined on an individual basis. Any fees not listed here can be determined after requests are received in written form.

Commercial Fees: 8x10" color transparencies--\$200.00 for companies and commercial organizations (6 month loan), \$100.00 for magazines (3 month loan); 4x5" and 8x10" B&W photographs--\$40.00. Fees for electronic, non-editorial or multiple uses will be determined on an individual basis. Any fees not listed here can be determined after requests are received in written form.

Milwaukee Art Museum

750 N. Lincoln Memorial Drive

Milwaukee, WI 53202

Contact: Claire Fox, Rights and Reproductions (414) 224-3267

Kathryn E. Maier, Slide Librarian (414) 224-3829

Fax: (414) 271-7588

Collections Information: A catalogue of slides is available for \$9.00. The museum shop offers other reproductions of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested for an extra charge of \$80.00-\$90.00 for color transparencies and \$50.00 for B&W copy photographs.

Reproduction Conditions: Cropping and overprinting are allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Color proofs must be submitted to the museum for approval prior to publication. Slides may be used for reproduction with permission. Fees are for one-time use only. There are additional regulations on the use of transparencies in making note cards, reproductions suitable for framing, etc.

Required Credit Line: Milwaukee Art Museum; donor, purchase fund.

Scholarly or Nonprofit Fees: 35mm slides--\$1.75; color transparencies--\$60.00 (3 month loan), use fee--\$50.00; 8x10" B&W photographs--\$15.00, use fee--\$25.00; use on book covers, dust

jackets, CDs and album covers, or in film, video or television--\$100.00. All prices include postage and handling, and, where appropriate, reproduction permission. Fees are waived if the museum lends a work of art to an exhibition, and the borrowing institution requests an image for its catalogue.

Commercial Fees: 35mm slides--\$2.00; color transparencies--\$60.00 (3 month loan), use fee--\$100.00; 8x10" B&W photographs--\$30.00, use fee--\$50.00; use on book covers, dust jackets, CDs and album covers, or in film, video or television--\$300.00. All prices include postage and handling, and, where appropriate, reproduction permission. If a duplicate needs to be made of an existing B&W negative there is a \$10.00 additional charge. If a duplicate transparency needs to be made there is a \$40.00 additional charge.

Minneapolis Institute of Arts

2400 Third Avenue South
Minneapolis, MN 55404
Department: Permissions/Reproductions
Contact: Kristine Douglas
(612) 870-3029
Fax: (612) 870-3004

Collections Information: A gallery guide entitled *Selected Works* is available for \$14.95 and is a good reference for reproductions. Other museum publications: *The Asian Galleries*, *Making of a Collection* (photography), and *Bruce B. Dayton Collection* are all good references to the collection. A slide list is available. The museum shop and slide library also offer reproductions of objects in the collection.

Color Formats: 35mm slides, 4x5", and 8x10" transparencies.

B&W Formats: 8x10" glossy copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested for an additional fee. Rush orders can be processed and sent UPS, FedEx, etc.; charges vary according to the request. Slide duplicates may be ordered through the slide library.

Reproduction Conditions: Cropping or altering the image is not allowed without special permission. Permission requests are accepted in writing only. A copy of a publication or tear-sheet is required. In most cases, fees are for one-time use only. Reproduction in film, video, and other non-print media must be separately authorized and may require supplementary documentation and ownership credit information. Reproduction of some photographs is restricted due to estate ownership requirements, especially if the artist is still alive.

Required Credit Line: Minneapolis Institute of Arts.

Scholarly or Nonprofit Fees: 35mm slides--\$2.50; 4x5" color transparencies--\$40.00 (3 month loan); 8x10" color transparencies--\$60.00 (3 month loan); 8x10" B&W photographs--\$8.00. Use fees are waived for original scholarly research or if the work is on loan to a sister institution for an exhibition.

Commercial Fees: 35mm slides--\$2.50; 4x5" color transparencies--

\$75.00 (3 month loan); 8x10" color transparencies--\$90.00 (3 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Fees are based on the nature of the publication and its intended distribution. All prices are for one-time, one publication, one language use only. If world rights are requested, the fee is doubled.

The Montclair Art Museum

3 South Mountain Avenue

Montclair, NJ 07042

Department: Public Relations/Publications

Contact: Cathy Fazekas, Coordinator

(201) 746-5555 ext. 14

Fax: (201) 746-9118

Collections Information: A list of slides is available. The museum shop offers reproductions of selected objects in the permanent collection.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (duplicates).

B&W Formats: 8x10" copy photographs (duplicates).

Special Services: Photography is done both in-house and by an outside source. If an object has not been photographed, new photography may be requested. A minimum lead time of one month should be allowed for all standard photography. Standard fees are \$100.00 for either B&W photography or color transparency photography (includes 3 month rental). Orders may be sent via an express mail service, with the fee charged to the recipient's account.

Reproduction Conditions: Cropping is allowed with permission. Overprinting is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication or clip are required. Color reproduction must be approved by the museum. Slides may be used for reproduction with permission. All fees are for one-time use only and are subject to change.

Required Credit Line: The Montclair Art Museum Permanent Collection.

Processing and Materials Fees: 35mm slides--\$2.50; 4x5" color transparencies--\$60.00 (3 month loan); 8x10" B&W photographs--\$14.00.

Scholarly or Nonprofit Use Fees: Editorial use--\$15.00; non-editorial use--\$45.00. No charge is made to a borrowing institution for either standard view photography or reproduction rights for an object on loan for exhibition. Fees are also waived for use in publicity (e.g. newspapers). Charges may be waived at the discretion of the museum.

Commercial Use Fees: Editorial use fee--\$75.00; non-editorial use/commercial rate--\$225.00. Use fees for production runs of over 5,000 items and television/motion picture rates are by quotation only.

Munson-Williams-Proctor Institute

310 Genesee St.
Utica, NY 13502-4799
Department: Registrar
Contact: Bonnie Conway, Collections Management Assistant
(315) 797-0000 ext. 135
Fax: (315) 797-5608

Collections Information: A list of slides is available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested, with an additional charge determined by the request.

Reproduction Conditions: Cropping, overprinting and bleeding are not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication is required. Color proofs and non-editorial layouts must be approved prior to publication. Fees are for one-time, one-edition, one-language use only.

Required Credit Line: Munson-Williams-Proctor Institute, Museum of Art, Utica, New York.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$30.00 refundable deposit (3 month loan); 8x10" B&W photographs--\$12.00; use fees: editorial--\$15.00 for B&W, \$25.00 for color; non-editorial--\$45.00 for B&W; \$60.00 for color. Use fees are waived for reproduction of works of art on loan for an exhibition in that exhibition's catalog or exhibition related publicity, museum bulletin, brochure or educational program.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$12.00; use fees: editorial--\$50.00 for B&W, \$70.00 for color; non-editorial--\$100.00 for B&W, \$125.00 for color.

Museum of American Folk Art

61 West 62nd Street (administrative offices)
New York, NY 10023
Department: Photographic Services
Contact: Janey Fire, Director
(212) 977-7170
Fax: (212) 977-8134

Collections Information: No catalogues are available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies; videotape footage (for reference use only).

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 1-4 weeks with an additional cost determined by the photographer's fee. Rush orders, provided the object is available, will be charged double the photographer's fee. Shipping is via UPS

or FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Collection of the Museum of American Folk Art, New York; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$6.00; 4x5" color transparencies--\$45.00 (6 month loan), use fee--\$25.00; 8x10" B&W photographs--\$10.00, use fee--\$25.00; one-time reproduction fee for transparency/slide/photo in applicant's possession--\$30.00; exhibition use--\$15.00.

Commercial Fees: 35mm slides--\$10.00; 4x5" color transparencies--\$60.00 (6 month rental); 8x10" B&W photograph--\$15.00.

Use fees: Interior use of color slides--\$50.00, color transparencies--\$75.00, B&W photographs--\$25.00; film, video, television use of color slides--\$75.00, color transparencies--\$100.00, B&W photographs--\$50.00; film strip use of color slides--\$50.00, color transparencies--\$75.00, B&W photographs--\$25.00; exhibition use--\$30.00; magazine use--\$100.00; book jacket, record cover, postcard, calendar, stationery, local advertisement, gift paper--\$200.00; greeting card, poster--\$300.00; national advertisement--\$500.00; one-time use fee for transparency/slide/photo in applicant's possession--\$50.00.

Museum of American Textile History

800 Massachusetts Ave.

North Andover, MA 01845

Department: Library

Contact: Marion Hall, Print Collection Specialist

Clare Sheridan, Librarian

(508) 686-0191

Fax: (508) 686-8567

Collections Information: A catalogue of selected textile technology prints is available from the library for \$4.00. Selected slides of objects in the collection (textiles and tools & machinery) are offered by the curatorial collections department.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (for rent only); copy photographs.

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested; this takes three weeks. Rush orders will be charged double the fee. Shipping is via UPS or FedEx, if necessary.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. A copy of a publication or clip is required. Fees are for one-time use only. Some works may not be available for reproduction due to fragility or size.

Required Credit Line: Museum of American Textile History.

Processing and Materials Fees: Duplicate 35mm slides--\$4.00,

(special order prices quoted); 4x5" color transparencies--\$75.00 (3 month loan), new transparencies--\$135.00; 8x10" B&W photographs--\$18.00, new photography--\$32.00. Larger B&W sizes and color prices are quoted.

Use Fees: Fees are reduced or waived for nonprofit and educational users. Books, magazines, newspapers--\$75.00; cover of publication--\$200.00; cards or stationery--\$35.00; wall decorations, murals--\$35.00; films (television, motion picture, multi-media, slide show)--\$50.00. The museum reserves the right to charge a flat fee or per second fee for visual productions.

Museum of Art, Brigham Young University

A-410 HFAC

Provo, UT 84602

Department: Registrar

Contact: Julia Lippert, Registrar

(801) 378-8256

Fax: (801) 378-8222

Collections Information: Various checklists/catalogues may be ordered from the registrar. A slide list is available.

Color Formats: 35mm slides (originals and duplicates); 4x5" transparencies (originals); copy photographs (on request); color photography from 35mm slides.

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks at an additional cost of \$100 for transparencies and \$40 for prints. Some orders can be rushed. Shipping is via FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is not allowed except with permission. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction with permission only. All fees are for one-time use only. A digital imaging policy is pending.

Required Credit Line: Courtesy of Museum of Art, Brigham Young University

Scholarly or Nonprofit Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W or color photographs--\$10.00. Scholarly publications (educational, nonprofit) are charged a reduced fee.

Commercial Fees: 35mm slides--\$4.00; 4x5" color transparencies--\$100.00 (3 month loan); 8x10" B&W or color photographs--\$20.00.

Museum of Art, Rhode Island School of Design

224 Benefit Street

Providence, RI 02903

Department: Education

Contact: Melody Ennis, Coordinator of Visual Resources

(401) 454-6535

Fax: (401) 454-6556

Collections Information: Posters and calendars featuring reproductions of works in the collection are offered through the museum gift shop.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" glossy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. Set-up fees are charged. Rush orders can be accepted; additional fees may be charged. Orders may be shipped via FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. Color proofs must be submitted for approval before publication. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Museum of Art, Rhode Island School of Design.

Processing and Materials Fees: 35mm slides--\$2.00; 4x5" color transparencies--\$75.00 (4 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: B&W--\$30.00; color--\$100.00 for interior, \$150.00 for cover. Use fees are waived for scholarly publications, exhibition catalogues, catalogues raisonn , etc. Two copies of the publication are required in lieu of use fees. Calendars and posters require a royalty fee. Contact the museum gift shop for more information.

Museum of Fine Arts

49 Chestnut Street

Springfield, MA 01103

Department: Registrar

Contact: Stephen Fisher, Assistant Registrar

(413) 732-6092 ext. 350

Fax: (413) 732-1483

Collections Information: A catalogue of most of the collection is available for \$6.00 from the registrar's office and the museum shop. For mail orders, postage and handling charges will be applied.

Color Formats: 35mm slides; 4x5" transparencies.

B&W Formats: 8x10" glossy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. Most orders will be filled within one month. If a requested format is not on file, it may take an additional 2-4 weeks for an order to be filled. Rush orders are accepted and filled to the best of the museum's ability. Shipping is via UPS or FedEx, billed to the recipient.

Reproduction Conditions: Cropping, overprinting or any alterations are not allowed. Permission requests are accepted in writing only. A copy of a publication is required. Color proofs must be

submitted for approval prior to publication. Permission is for one-time, one-language, one-edition use only.

Required Credit Line: Museum of Fine Arts, Springfield, Massachusetts, name of collection

Processing and Material Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$50.00 (3-6 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: B&W--\$150.00/image; color--\$200.00/image. Use fees may be waived for scholarly and museum publications.

Museum of Fine Arts, Houston

P.O. Box 6826

Houston, TX 77265-6826

Department: Rights and Reproductions

Contact: Suzanne Decker

(713) 639-7528

Fax: (713) 639-7595

Collections Information: A handbook of the collection is offered through the museum bookstore for \$5.00 soft cover, \$36.50 hard cover. Slides are offered by Rosenthal, Sandak, and the bookstore. Other types of reproductions are available through the bookstore.

Color Formats: 35mm slides (duplicates); 4x5", 5x7", and 8x10" transparencies (originals); copy photographs.

B&W Formats: 4x5", 5x7", and 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-3 weeks with an additional cost of \$10.00-\$15.00 for slides, \$20.00-\$30.00 for 4x5" transparencies; \$30.00-\$40.00 for 8x10" B&W photos; charges for other formats are determined at the time of the request. Rush orders are shipped via UPS or FedEx, billed to the recipient.

Reproduction Conditions: Cropping is allowed with permission.

Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time, one-language, one-edition use only. Reuse and additional language editions are charged 75% of the original fee for the 2nd and 3rd languages, 50% for additional languages.

Required Credit Line: The Museum of Fine Arts, Houston; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$2.50, use fee--\$100.00 (only if transparency is not available); 4x5" color transparencies--\$100.00 (3 month loan), \$100.00 refundable deposit, use fee--\$100.00; 8x10" B&W photographs--\$10.00, use fee--\$40.00; non-editorial use such as book jackets, book and record covers, calendars, notecards, postcards, etc.--\$50.00-\$150.00. Use fees are waived for scholarly publications, certain charitable organizations, journals, art magazines, theses, dissertations, and exhibition catalogues with a press run less than 4,000.

Commercial Fees: 35mm slides--\$2.50, use fee--\$225.00 (if

transparency not available); 4x5" color transparencies--\$200.00 (3 month loan), \$100.00 deposit, use fee--\$175.00; 8x10" B&W photographs--\$12.50, use fee--\$50.00; non-editorial use such as book jackets, book and record covers, calendars, notecards, postcards, etc.--\$100.00-\$300.00.

Museum of New Mexico

P.O. Box 2087

110 Washington Ave.

Santa Fe, NM 87504

Department: Photo Archives

Contact: Arthur L. Olivas, Photographic Archivist

(505) 827-6472

Collections Information: Various checklists are available through the Photo Archives Department.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates); copy photographs.

B&W Formats: 35mm slides; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 3-4 weeks. Rush orders will incur an additional charge. Shipping is via FedEx (with the recipient's account number).

Reproduction Conditions: Requests for cropping, overprinting or bleeding must be made in writing. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Photographer's name, Courtesy Museum of New Mexico; negative number.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$40.00 purchase or \$15.00/month loan; B&W photographs: 5x7"--\$8.00, 8x10"--\$15.00, 11x14"--\$20.00; color prints: 5x7"--\$20.00, 8x10"--\$30.00.

Use Fees: Books, with print runs under 2,999--\$5.00/image; 3,000-9,999--\$15.00/image; 10,000-24,999--\$50.00/image; 25,000 or more--\$75.00/image; periodical circulation under 50,000--\$10.00/image; 50,000-100,000--\$25.00/image; over 100,000--\$50.00/image; special fees: filmstrips, microfilm, microfiche--\$5.00/image; motion picture, television, video--\$75.00/image; advertising--\$100.00/image; postcards, posters, menus, calendars, not-paper uses, etc.--\$100.00. Requests for use of graphic items intended for mass reproduction must be negotiated with the museum. Use fees may be waived for nonprofit, tax-exempt organizations.

Museums of Abilene

102 Cypress

Abilene, TX 79601

Department: Collections

Contact: Tracy Shilcutt

(915) 673-4587

Collections Information: A free catalogue of the collection is available from the curatorial department. A list of slides is also available.

Color Formats: 35mm slides (originals & duplicates).

B&W Formats: Contact sheets.

Special Services: Photography is done both in-house and by outside sources. If an object has not been photographed, new photography may be requested. This takes 3-5 days with an additional cost determined by materials and labor. Rush orders are shipped via UPS or FedEx. On occasion, individuals can arrange to schedule their own photography.

Reproduction Conditions: Cropping is allowed with permission. A copy of a publication or clip is required. Slides may be used for reproduction.

Required Credit Line: From the permanent collections of the Museums of Abilene, Abilene, TX.

Fees: Fees not established; determined on a case-by-case basis.

National Academy of Design

1083 Fifth Avenue

New York, NY 10128

Department: Rights and Reproductions

Contact: Betsy Arvidson, Coordinator of Artist Membership

(212) 369-4880

Fax: (212) 360-6795

Collections Information: No catalogues are available.

Color Formats: 4x5" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested at an additional cost.

Reproduction Conditions: Cropping is sometimes allowed, with permission. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. All fees are for one-time use only.

Required Credit Line: National Academy of Design, New York City.

Processing and Materials Fees: 4x5" color transparencies (3 month rental)--\$80.00; new transparencies--\$175.00 (a \$250.00 deposit will be returned after the rental period); 8x10" B&W photography--\$10.00, new photography--\$50.00.

Use Fees: Color--\$20.00/nonprofit; \$75.00/profit; \$250.00/commercial. B&W--\$5.00/nonprofit; \$20.00/profit.

National Gallery of Art

Washington, D.C. 20565

Department: Visual Services

Contact: Ira Bartfield, Coordinator of Photography

(202) 842-6231

Fax: (202) 842-2356

Collections Information: Catalogues of European painting and American painting are available through the publications office. Slide sets are offered by the publications office. Individual slides are available from Sandak.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes up to 8 weeks, with an additional charge of \$100.00. No rush orders are accepted. Shipping is via FedEx, and the recipient must send return airbill fully completed including account number. Individuals may photograph the gallery's collections, except works on paper, with or without flash; tripods are not allowed. Such photography must be for personal use only and not for publication.

Reproduction Conditions: Cropping is allowed with a credit stating "detail." Permission requests are accepted in writing only. Photographic fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: National Gallery of Art, Washington, D.C.; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" and 8x10" color transparencies--\$30.00 (6 month loan); 8x10" B&W photographs--\$5.00.

Commercial Fees: 35mm slides--\$3.00; 4x5" and 8x10" color transparencies--\$90.00 (6 month loan); 8x10" B&W photographs--\$10.00. Use fees range from \$25.00-\$250.00.

National Museum of Women in the Arts

1250 New York Ave., N.W.

Washington, D.C. 20005

Department: Registrar

Contact: Randi Jean Greenberg, Assistant Registrar

(202) 783-5000

Fax: (202) 393-3235

Collections Information: A checklist of the collection is available for \$5.00 through the registrar. A catalogue of the permanent collection is available for \$27.00 through the museum shop. Slide sets also are offered by the museum shop.

Color Formats: 35mm slides, available from the education department; 4x5" transparencies, available from the registrar; Public Relations will meet all P.R. photo needs.

B&W Formats: 8x10" copy photographs.

Special Services: If an object has not been photographed, photography can be arranged. One extra week will be required for this service. Shipping is via UPS or FedEx (with recipient's account number).

Reproduction Conditions: The purchaser must sign the museum's reproductions contract. Cropping is not allowed. Processing fees are due in advance. Two complimentary copies of a publication must

be supplied. Fees are for one-time use only.

Required Credit Line: The National Museum of Women in the Arts; donor name.

Scholarly or Nonprofit Fees: In order to maximize public and nonprofit access, use fees for scholarly or individual users will vary. Status is determined by press run, type of publication, and academic affiliation.

Commercial Fees: 4x5" color transparencies--\$300.00; 8x10" B&W photographs--\$100.00. Fees for reproduction may vary under certain circumstances (e.g., the museum shop manager may want to carry the buyer's product in the shop, fees for cover art are higher than fees for interior use). Otherwise, fees are non-negotiable.

National Portrait Gallery

F Street at 8th, N.W.

Washington, D.C. 20560

Department: Rights and Reproductions

Contact: Joanna Britto

(202) 357-2791

Fax: (202) 357-2790

Collections Information: A catalogue of the collection is offered for \$24.95 (plus \$5.95 for shipping and handling) from the museum shop at (202) 357-1447.

Color Formats: 35mm slides (originals); 4x5" transparencies (originals); 8x10", 11x14", and 16x20" copy photographs.

B&W Formats: 8x10", 11x14", and 16x20" matte copy photographs.

Special Services: Photography is generally done in-house; an outside source is used for color prints. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost of \$50.00/item. No rush orders are accepted. Shipping is via FedEx, charged to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only. Most photographs after c. 1920, artworks created after 1978, works by living artists, and items in the "Time Magazine Cover Collection" are under copyright restriction and are not available for reproduction.

Required Credit Line: National Portrait Gallery, Smithsonian Institution; acquisition information.

Processing and Materials Fees: 35mm slides--\$6.00; 4x5" color transparencies--\$50.00 (6 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Use fees vary based on usage.

Nelson-Atkins Museum of Art

4525 Oak Street

Kansas City, MO 64111-1873

Department: Photography; Slide Library

Contact: Stacey Sherman, Manager, Rights and Reproductions,
(816) 751-1293; Jan McKenna, Slide Librarian, (816) 751-1214

Fax: (816) 561-7154

Collections Information: A new handbook of the collection, both Occidental and Asian, available December 1, 1993 (75 color and 1200 B&W illustrations) and sold through the bookstore for \$24.95, soft cover; \$39.95, hard cover. A free list of slides is available from the slide library. Other reproductions of objects in the collection are available through Saskia, American Committee for South Asian Art Color Slide Project (Univ. of Michigan), and museum publications.

Color Formats: 35mm slides (originals & duplicates); 4x5", 5x7", and 8x10" transparencies (originals & duplicates).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. Twenty-five percent of the collection is always available. If an object has not been photographed, new photography may be requested. Additional time is required, based on the type of request. The fee ranges from \$100.00-\$200.00.

Reproduction Conditions: Cropping is allowed with special permission. Permission requests are accepted in writing only. Processing and use fees are due in advance (exceptions sometimes made) for all orders except slides. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Nelson-Atkins Museum of Art, Kansas City, Missouri; specific credit.

Scholarly or Nonprofit Fees: All fees include a one-time reproduction fee. 35mm slides--\$10.00-\$40.00 (originals--2 month loan, duplicates offered for purchase); 4x5" color transparencies--\$100.00 (3 month loan); 8x10" color transparencies--\$150.00 (3 month loan); 8x10" B&W photographs--\$15.00.

Commercial Fees: All fees include a one-time reproduction fee. 35mm slides--\$50.00 (originals--2 month loan, duplicates offered for purchase); 4x5" color transparencies--\$200.00 (3 month loan); 8x10" color transparencies--\$350.00 (3 month loan); 8x10" B&W photographs--\$25.00. If the commercial product is an item that can be sold in the museum bookstore (calendars, notecards, engagement books, etc.), an agreement is made for a quantity and for the right to purchase additional products at a reduced cost. Royalty arrangements might also be considered depending on the venture. Conditions for film and videotape production are determined on an individual basis.

New Orleans Museum of Art

P.O. Box 19123
City Park
New Orleans, LA 70179
Department: Registrar
Contact: Denise Klingman, Rights and Reproductions
(504) 488-2631, ext. 675
Fax: (504) 484-6662

Collections Information: A catalogue of the collection is available from the museum bookstore for \$5.95.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals & duplicates); copy photographs.

B&W Formats: 8x10" copy photographs

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 2-6 weeks, with an additional cost for B&W photography, determined by the request. Rush orders are accepted. Shipping is via FedEx or U.S. Mail only.

Reproduction Conditions: Cropping is not allowed. Permission and photography requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may be used for reproduction only with permission. Fees are for one-time use only.

Required Credit Line: New Orleans Museum of Art; donor or purchase credit.

Scholarly or Nonprofit Fees: (use fees included) 35mm slides--\$5.00; 4x5" color transparencies--\$30.00 (3 month loan), 8x10" B&W photographs--\$17.50.

Commercial Fees: (use fees included) 35mm slides--\$5.00; 4x5" color transparencies--\$125.00 (3 month loan); 8x10" B&W photographs--\$50.00. All fees must be approved by the director with each individual request.

The New-York Historical Society

170 Central Park West
New York, NY 10024-5194
Department: Rights and Reproductions
Contact: Jim Francis, Coordinator
(212) 873-3400
Fax: (212) 875-1673

Collections Information: A three-volume catalogue of landscape and genre works and a two-volume catalogue of American portraits can be ordered through the museum store. The store also offers other reproductions of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. Sixty percent of the collection is always available. If an object has not been photographed, photography may be requested. This takes 4-6 weeks

with an additional cost of \$25.00 for B&W prints, \$50 for 4x5" color transparencies. Two weeks rush service will be charged double. Shipping is via FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. Slides may not be used for reproduction. Fees are for one-time use only. Some objects may not be available for reproduction due to conservation restrictions.
Required Credit Line: Courtesy of The New-York Historical Society, N.Y.C.

Processing and Materials Fees: 35mm slides--\$7.50, new photography--\$15.00; 4x5" color transparencies--\$75.00, new photography--\$100.00; 8x10" color transparencies--\$100.00, new photography--\$175.00. B&W prints: 8x10"--\$20.00, new photography--\$45.00; 11x14"--\$30.00, new photography--\$55.00; 16x20"--\$50.00, new photography--\$75.00.

Use fees: All fees are for U.S. users, international fees are double. Interior use B&W--\$25.00, color--\$50.00; film, video, television B&W--\$50.00, color--\$75.00; exhibition use--\$30.00; magazine cover--\$100.00; book jacket, record cover, postcard, calendar, stationery, gift paper--\$200.00; greeting card, label, poster, art object--\$300.00. Other uses are considered upon request. The waiving of use fees is determined on a case-by-case basis after consideration of the publisher.

The Newark Museum

49 Washington Street

P.O. Box 540

Newark, NJ 07101-0540

Department: Library

Contact: Margaret C. Di Salvi, Librarian and Rights and Reproductions Officer

(201) 596-6625

Fax: (201) 642-0459

Collections Information: A catalogue, published in 1981, is available through the programs and publications department for \$17.95 soft cover, \$24.95 hard cover.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals); copy photographs.

B&W Formats: 35mm slides (very old); 4x5" copy negatives; copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 6-8 weeks with an additional cost of \$65.00 for B&W formats, \$100.00 for color formats. Orders can be rushed only in special situations and with the curator's approval. Shipping is via UPS or FedEx at the recipient's expense. Regular postage is charged.

Reproduction Conditions: Cropping is allowed with permission, with a credit stating "detail." Permission requests are accepted in

writing only. A copy of a publication or clip is required. Slides may be used for reproduction only if transparencies are not available. Fees are for one-time use only.

Required Credit Line: Collection of The Newark Museum; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$10.00.

Commercial Fees: Not indicated.

Use Fees: 4x5" color transparencies--\$50.00 for interior, \$100.00 for cover; 8x10" B&W photographs--\$20.00 for interior, \$50.00 for cover; calendars, engagement books--minimum of \$300.00. Publishers of calendars must supply the museum shop with 12 copies along with processing and use fees. Use fees are waived for dissertations, scholarly publications with limited press runs and museums to which The Newark Museum is lending.

Norton Simon Museum

411 W. Colorado Blvd.

Pasadena, CA 91105

Department: Rights and Reproductions

Contact: Liz Midas

(818) 449-6840, ext. 238

Fax: (818) 796-4978

Collections Information: *Masterpieces from the Norton Simon Museum*, a catalogue representing a majority of the museum's holdings, is available for \$20.00.

Color Formats: 4x5" and 8x10" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 1 week with an additional cost of \$50.00 for color transparencies and \$25.00 for B&W photographs. Rush orders are charged an additional fee to cover costs. Shipping is via UPS or FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication is required. Slides may not be used for reproduction. Fees are for one-time, one-language use only.

Required Credit Line: Collection, City.

Scholarly or Nonprofit Fees: 4x5" and 8x10" color transparencies--\$50.00 (3 month loan), use fee--\$25.00; 8x10" B&W photography--\$15.00, use fee--\$15.00.

Commercial Fees: 4x5" and 8x10" color transparencies--\$75.00 (3 month loan), use fee--\$100.00; 8x10" B&W photographs--\$15.00, use fee--\$30.00.

The Oakland Museum

1000 Oak Street
Oakland, CA 94607-4892
Department: Rights and Reproductions
Contact: Drew Johnson, Curatorial Specialist (photography)
(510) 238-3005
Fax: (510) 238-2258

Collections Information: No catalogues are available. Rosenthal offers 125 slides of works in the collection.

Color Formats: 4x5" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. No rush orders are accepted.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication is required. Slides may be used for reproduction only in magazines and newspapers. Fees are for one-time use only.

Required Credit Line: Varies.

Processing and Materials Fees: 4x5" color transparencies--\$50.00 (90 day loan); 8x10" B&W photographs--\$25.00.

Use fees: \$125.00/B&W image, \$250.00/color image, \$500.00 minimum/book cover or advertising.

The Peale Museum/Baltimore City Life Museums

225 Holliday St.
Baltimore, MD 21202
Contact: Reference Center Supervisor
(410) 396-1164
Fax: (410) 962-8757

Contact the museum for further information.

Pennsylvania Academy of the Fine Arts

118 North Broad Street
Philadelphia, PA 19102
Department: Rights and Reproductions
Contact: Susan James-Gadzinski
(215) 972-7600, ext. 4206
Fax: (215) 972-5564

Collections Information: A catalogue of the painting collection is available from the museum shop for \$22.95. A catalogue of the sculpture collection is forthcoming. The museum shop sells a limited selection of slides; a list is available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house, some rush orders

and duplication orders are processed outside. If an object has not been photographed or existing photography is out-of-date, new photography may be requested. This takes 1-2 months with a fee of \$50.00-\$100.00 for transparencies with an additional fee for transparency rental and reproduction. New photography for slide format is \$20.00.

Reproduction Conditions: Cropping will be considered with the stipulation that the full image appears elsewhere in the publication and "detail" is used in the caption. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Color proofs must be approved. A mock-up of a cover design must be submitted for approval as well as color proofs. All fees are for one-time use only.

Required Credit Line: Pennsylvania Academy of the Fine Arts, Philadelphia; acquisition information.

Processing and Materials Fees: 35mm slides--\$6.00 (duplicates), \$8.00 if conversion from 4x5" color transparency; 4x5" color transparencies--\$60.00 (3 month rental), \$120.00 (6 month rental); 8x10" B&W photographs--\$15.00 (\$12.00 for students and nonprofits).

Use Fees: B&W--\$25.00 for editorial, \$35.00 for non-editorial; color--\$90.00 for editorial, \$150.00 for non-editorial. Re-use of color plates costs \$90.00 or \$150.00 depending on use. Special projects such as fine arts posters, cards, or live filming are negotiated on a case-by-case basis. Works may not be used for advertising. Fees will be partially waived for scholarly books, at the department's discretion, and fully waived for books or catalogues produced in conjunction with an exhibition to which a work has been lent.

Philadelphia Museum of Art

P.O. Box 7646

Philadelphia, PA 19101

Department: Rights and Reproductions

Contact: Tamatha Kuenz

(215) 248-4760

Fax: (215) 236-4465

Collections Information: No catalogues are available. Slides are offered by Rosenthal. Other reproductions of objects in the collection are available through Mirage Editions, Devon Editions, Springdale Graphics wholesale posters, and the museum shop.

Color Formats: 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 6 weeks with an additional cost of \$67.50-\$85.00 for B&W photographs, and \$250.00-\$350.00 for transparencies. Rush orders are charged an extra 50%. Shipping is via FedEx, payable by the recipient.

Reproduction Conditions: Cropping, overprinting, and reproductions

on colored stock are only allowed with specific written permission. Processing fees are due in advance. A copy of a publication is required. Applications for advertising, promotional use, or use as an integral part of a commercial product must be accompanied by a layout sketch and a full description of the proposed use of the reproduction and the context in which the reproduction will be used, together with details of intended distribution/circulation. Slides may not be used for reproduction. Fees are for one-time, one-language, one-edition use only.

Required Credit Line: Philadelphia Museum of Art; acquisition information.

Processing and Materials Fees: 4x5" and 8x10" color transparencies--\$99.00 (3 month loan); 8x10" B&W photographs--\$11.00, (\$8.00 for museums and students).

Use Fees: B&W--\$40.00 for editorial; color--\$65.00 for editorial; book covers, B&W--\$100.00, color--\$200.00; calendars, B&W--\$200.00, color--\$350.00; greeting cards, B&W--\$200.00, color--\$400.00; record album cover--by distribution. Reproduction by quotation in advertising contexts will be based on use and distribution and will only be considered after a proposal has been submitted in writing. Use fees are waived only for original scholarly research or if the actual work of art is on loan to the applicant.

Philbrook Museum of Art

P.O. Box 52510

Tulsa, OK 74152

Department: Registrar

Contact: Christine Knop Kallenberger, Director of Exhibitions and Collections

(918) 749-7941

Fax: (918) 743-4230

Collections Information: A catalogue, *Philbrook Museum of Art: A Handbook to the Collections*, which includes color illustrations and highlights of all collection areas, is available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (usually duplicates, other sizes by request); color photographs by request.

B&W Formats: 8x10" copy photographs, other sizes by request.

Special Services: Photography is done by an outside source. If an object has not been photographed, photography may be requested. This takes 2 weeks, with an additional charge only for special or unusual formats.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Two copies of a publication or clip are required. Slides are generally not to be used for reproduction. Fees are for one-time use only.

Required Credit Line: Acquisition information; Philbrook Museum of Art, Tulsa, Oklahoma.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$100.00 (3 month loan); 8x10" color transparencies--\$200.00 (special order, 3 month loan); 8x10" B&W photographs--

\$30.00. No use fees.

Commercial Fees: Commercial reproduction of images from the Philbrook collection is ordinarily not allowed. Permission is granted only on a case-by-case basis, and fees are determined accordingly. Free or at-cost copies of the commercial product may also be part of the compensation to the museum for commercial image use.

The Phillips Collection

1600 21st Street N.W.

Washington, D.C. 20009

Department: Visual Resources

Contact: Lisa Luedtke, Visual Resources Coordinator

(202) 387-2151

Fax: (202) 387-2436

Collections Information: An illustrated catalogue of the collection (covering acquisitions through 1983-84) is available through the museum shop for \$20.00. A new, more selective catalogue is being compiled. A list of slides is available. Slides also are offered through Rosenthal.

Color Formats: 35mm slides (duplicates); 4x5" and some 8x10" transparencies (usually originals); copy photographs.

B&W Formats: 4x5" and 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. Works by relatively unknown artists may not be available for reproduction. If an object has not been photographed, new photography may be requested. This takes one month with an additional charge subject to negotiation. No rush orders are accepted. Shipping is via UPS or FedEx, payable by the recipient. Individuals may sometimes arrange to schedule their own photography.

Reproduction Conditions: Cropping is discouraged, and if allowed, requires that the entire image appear elsewhere in the publication. Bleeding, overprinting, and printing on colored stock are not allowed. Permission requests are accepted in writing only. One copy of a publication or clip is required. Color proofs must be submitted prior to publication. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Copyright The Phillips Collection, Washington, D.C.

Scholarly or Nonprofit Fees: 35mm slides--\$2.50; 4x5" and 8x10" color transparencies--\$75.00 (3-month loan); 8x10" B&W photographs--\$15.00. Use fees are waived for scholarly publications and nonprofit organizations, e.g. museums and universities.

Commercial Fees: 35mm slides--\$2.50; 4x5" and 8x10" color transparencies--\$125.00 (3 month loan); 8x10" B&W photographs--\$20.00. Standard editorial reproduction fees are \$100.00 per language for one-time internal usage. Electronic publishing options are not granted along with print rights, but may be requested separately for each medium.

Phoenix Art Museum

1625 N. Central Ave.

Phoenix, AZ 85004-1685

Department: Registrar's Department, Attn: Photography

Contact: Jim Hanley

(602) 257-1880

Fax: (602) 253-8662

Collections Information: No catalogues are available. Slides are offered through Rosenthal. Selected reproductions of objects in the collection are available through the museum shop. General photography requests should be made through the registrar's office. **Color Formats:** 35mm slides (originals & duplicates); 4x5 and 8x10" transparencies (originals); copy photographs.

B&W Formats: 4x5" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes approximately 3 weeks with an additional cost of \$125.00 for transparencies, \$45.00 for B&W formats. Rush orders will be charged an extra 100%. Shipping is via UPS or FedEx, payable by the recipient. On rare occasions, individuals can arrange to schedule their own photography.

Reproduction Conditions: Cropping is sometimes allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication or article are required. Slides may not be used for reproduction. Fees are for one-time use only. Requests for reproduction of materials on loan to the museum must be approved by the lender.

Required Credit Line: Phoenix Art Museum; acquisition information.

Processing and Materials Fees: 35mm slides--\$6.00; 4x5" and 8x10" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$15.00.

Use Fees: 4x5" and 8x10" color transparencies--\$75.00; 8x10" B&W photographs--\$50.00. When color transparencies are to be used for postcards, book jackets/covers, posters, greeting cards, calendars, or frontispieces the normal rental fee will be charged and the publication permission fee will be \$200.00. Upon prior approval of the curatorial staff, no reproduction or use fees are charged for educational or institutional use.

Portland Museum of Art

Seven Congress Square

Portland, ME 04101

Department: Registrar

Contact: Michele Butterfield, Registrar

(207) 775-6148

Fax: (207) 773-7324

Collections Information: No catalogues are available. Some reproductions of objects in the collection are offered by the museum shop.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (usually originals).

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 8-12 weeks with an additional cost determined by the request. No rush orders are available. Works in seriously fragile condition, particularly fragile works on paper, will not be subjected to the harsh effects of light that accompany photography. Certain copyright restrictions may prevent the museum from photographing certain works.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. A copy of a publication or clip is required. Proofs must be submitted to the museum for approval of their fidelity to the original work of art. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Acquisition information; Portland Museum of Art, Portland, Maine.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$100.00 (3 month loan); 8x10" B&W photographs--\$15.00; use fee--\$75.00/image. The use fee may be waived for scholarly publications upon receipt of a written request and subsequent museum approval. Purchase and/or rental fees are not waived, but sometimes are reduced.

Commercial Fees: 35mm slides--\$6.00; 4x5" color transparencies--\$125.00 (3 month loan); 8x10" B&W photographs--\$20.00; use fee--\$100.00/image.

Princeton University Art Museum

See entry for The Art Museum, Princeton University

The R. W. Norton Art Gallery

4747 Creswell Avenue

Shreveport, LA 71106-1899

Contact: Jerry M. Bloomer, Secretary of the Board

(318) 865-4201

Fax: (318) 869-0435

Collections Information: Several illustrated catalogues are available and can be ordered from the gallery.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: 5x7" copy negatives; copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. This takes 2-3 weeks with an additional cost determined by the nature of the object. Rush orders will be charged an additional fee. Shipping is via FedEx, Airborne, or Express Mail at the recipient's expense.

Reproduction Conditions: Cropping is allowed with permission, but an entire image must be used elsewhere in a publication.

Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may be used for

reproduction.

Required Credit Line: Courtesy of The R. W. Norton Art Gallery, Shreveport, LA.

Fees: No processing and materials fees or use fees are charged provided the original material is returned and the museum receives a copy of the publication or clip. There is a six week loan period for transparencies; longer periods require duplicates to be made at the borrower's expense.

**Rose Art Museum,
Brandeis University**
P. O. Box 9110
Waltham, MA 02254-9110
Department: Registrar
Contact: John Rexine, Registrar
(617) 736-3434
Fax: (617) 7736-3439

Collections Information: A partial catalogue of the collection, with 100 illustrations, is available for \$15.00 from catalogue sales.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: 4x5" copy negatives; 8x10" copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 4-8 weeks with an additional cost determined by the photographer. Orders may be rushed and sent UPS or FedEx, with shipping charged to the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing fees are due in advance (except for rush orders). Use fees, if applicable, are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. All fees are for one-time use only.

Required Credit Line: Rose Art Museum, Brandeis University; acquisition information.

Processing and Materials Fees: 35mm slides--\$3.00; 4x5" and 8x10" color transparencies--\$60.00 (3 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Each use is evaluated individually; fees may involve extra copies of publications. Use fees are waived for educational users, determined by press run and status of the organization. Transparency rental can be extended for special projects.

San Francisco Museum of Modern Art
151 Third Street
San Francisco, CA 94103
Department: Registration
Contact: Jennifer Small
(415) 357-4000 ext. 4183
Fax: (415) 357-4037

Collections Information: A catalogue of the collection is available for \$10.00 through the bookstore. A list of slides is available. The museum shop offers catalogues, postcards, etc.

Color Formats: 35mm slides (usually duplicates) 4x5", (8x10" upon request) transparencies (usually originals).

B&W Formats: Copy photographs.

Special Services: Photography is done by outside sources. Some objects may not be available for reproduction due to donor, artist, estate, and copyright holder restrictions. If an object has not been photographed, new photography may be requested. This takes one month with an additional cost of \$30.00-\$52.00 for B&W formats and \$50.00-\$105.00 for color photography. Rush orders may be accepted depending on staff availability. Shipping is via FedEx (with recipient's account number).

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: San Francisco Museum of Modern Art; acquisition information.

Scholarly or Nonprofit Fees: 35mm slides--\$5.00; 4x5" and 8x10" color transparencies--\$60.00 (3 month loan), use fee--\$50.00; 8x10" B&W photographs--\$10.00, use fee--\$50.00. There is a separate fee schedule for museums. The waiving of use fees is evaluated on a case-by-case basis by the deputy director for curatorial affairs.

Commercial Fees: 4x5" and 8x10" color transparencies--\$70.00 (3 month loan), use fee--\$200.00; 8x10" B&W photographs--\$15.00, use fee--\$200.00. Special requests, e.g. commercial/cover uses, are examined on a case-by-case basis and must be approved by the deputy director for curatorial affairs.

The Saint Louis Art Museum

Forest Park

St. Louis, MO 63110

Department: Rights and Reproductions

Contact: Pat Woods

(314) 721-0067 ext. 256

Fax: (314) 721-6172

Collections Information: An illustrated catalogue of the collection is available. Orders should be placed through the museum shop. The museum shop also offers bulletins and exhibition catalogues.

Color Formats: 35mm slides (originals & duplicates); 4x5" and 8x10" transparencies (originals & duplicates).

B&W Formats: 4x5" and 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2 weeks with an additional cost of \$120.00. Rush orders can be sent UPS for \$11.00.

Reproduction Conditions: Cropping is allowed with permission, with a credit stating "detail." Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides

may be used for reproduction with permission. Photography may not be used for commercial purposes. Works of art may not be used as props or backgrounds for commercial photography. The museum does not rent color transparencies for reproduction in calendars, engagement books, note cards, etc. The museum shop reserves all rights to create products from images of works in the museum collections.

Fees are for one-time use only.

Required Credit Line: The Saint Louis Art Museum; donor's name.

Scholarly or Nonprofit Fees: 35mm slides--\$1.00; 4x5" color transparencies--\$65.00, 5x7"--\$80.00, 8x10"--\$100.00 (3 month loan); 8x10" B&W photographs--\$10.00. Use fees are waived. The written request for material must provide a brief description of the proposed usage.

Commercial Fees: 35mm slides--\$3.50; color transparencies: 4x5"--\$65.00, 5x7"--\$80.00, 8x10"--\$100.00 (3 month loan), use fee--\$70.00; 8x10" B&W photographs--\$7.50, use fee--\$15.00. Non-exclusive rights are not granted. World rights are an additional 100% of the reproduction fee.

Santa Barbara Museum of Art

1130 State Street

Santa Barbara, CA 93101-2746

Department: Registrar

Contact: Catherine Malone, Registrar's Assistant

(805) 963-4364, ext. 307

Fax: (805) 966-6840

Collections Information: Several museum catalogues of various parts of the collection are available through the museum store (ext. 354). Permanent collection works reproduced on postcards and posters are also available. The library (ext. 351) loans slides from the permanent collection to museum members.

Color Formats: 35mm slides; 4x5" transparencies.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. Some objects in the photography collection may be unavailable for reproduction.

If an object has not been photographed, new photography may be requested. This takes 2 weeks with an additional cost determined by the amount of time involved, usually at least \$50.00. Orders can be rushed for an extra charge. Shipping is via FedEx, paid by the recipient.

Reproduction Conditions: Cropping is generally not allowed; however, an appeal may be made, subject to the approval of the director of the curatorial department. Permission requests must be submitted in writing to the Rights and Reproduction Department. Processing and use fees are due in advance. A complimentary copy of a publication must be mailed to the rights and reproduction department. Color proofs are required prior to the publication of a color image. Slides may not be used for reproduction. All fees are for one-time use only.

Required Credit Line: Santa Barbara Museum of Art; acquisition

Collections Information: An illustrated catalogue of the collection is available through the gallery shop for \$40.00. The collection is available on video cassette through ETV on the University of Nebraska campus.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals); videotape footage; copy photographs.

B&W Formats: 8x10" copy negatives.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 10 days with an additional cost of \$40.00 for slides, \$40.00 for B&W photographs, and \$125.00-\$150.00 for color transparencies. Orders can be rushed and sent FedEx, payable by the recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication are required. Slides may be used for reproduction with permission. Special permission is required for commercial editorial material if a reproduction is to appear on a dust jacket, book cover, brochure, calendar, etc., or is to be published as an individual reproduction. A final layout must be submitted for gallery approval prior to publication. Fees are for one-time use only.

Required Credit Line: Sheldon Memorial Art Gallery, University of Nebraska-Lincoln; acquisition information.

Processing and Materials Fees: 35mm slides--\$15.00; 4x5" color transparencies--\$75.00 (3 month loan); 8x10" B&W photographs--\$15.00.

Use Fees: All nonprofit use--\$25.00/image. Commercial use: 35mm slide--\$100.00; 4x5" color transparencies--\$100.00, (\$250.00 for calendars, book covers, etc.); 8x10" B&W photographs--\$100.00. All requests for commercial uses must be referred to the director. Use fees are waived for some scholarly publications, usually defined as university presses, nonprofit museums, and scholarly periodicals.

Smith College Museum of Art
Northampton, MA 01063
Contact: Michael Goodison, Archivist
(413) 585-2770
Fax: (413) 585-2782

Collections Information: An illustrated catalogue of portions of the collection is available from the sales department for \$15.00. A list of slides is available.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This can take 6 weeks or more with an additional cost of \$20.00 for B&W formats and \$45.00 for color transparencies. There is an additional charge for rush orders. Shipping is via U.S. mail or

information.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$100.00-\$150.00 (6 month loan); 8x10" B&W photographs--\$10.00-\$15.00.

Use Fees: Use fees vary and are waived for museums.

Seattle Art Museum

P.O. Box 22000
Seattle, WA 98122-9700
Department: Media and Publications
Contact: Mary Ribesky
(206) 654-3163
Fax: (206) 625-8913

Collections Information: There is a checklist/handbook of the collection and other reproductions of objects in the collection offered through the museum store.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals & duplicates).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 3 weeks with an additional cost of \$50.00-\$75.00 for B&W formats, commercial use, and \$150.00-\$200.00 for color formats, commercial use. Shipping is via UPS or FedEx (with the recipient's account number); otherwise orders are sent via first class U.S. Mail.

Reproduction Conditions: Cropping is allowed with permission. Processing fees are due in advance; use fees are due in advance for color transparencies. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Donor name; Seattle Art Museum (photo credit if applicable).

Scholarly or Nonprofit Fees: 35mm slides--\$1.85; 4x5" color transparencies--\$50.00, use fee included (6 month loan); 8x10" B&W photograph--\$8.50, use fee--\$15.00; color re-print fee--\$40.00; foreign language reproduction fee--\$40.00.

Commercial Fees: 35mm slides--\$1.85; 4x5" color transparencies--\$100.00, use fee included (6 month loan); 8x10" B&W photographs--\$11.00, use fee--\$15.00; color re-print fee--\$40.00; foreign language reproduction fee--\$40.00. All special situations are negotiable.

**Sheldon Memorial Art Gallery,
University of Nebraska-Lincoln**

12th and R Streets
Lincoln, NE 68502
Contact: Kay Williams
(402) 472-2461
Fax: (402) 472-9185

Collections Information: An illustrated catalogue of the collection is available through the gallery shop for \$40.00. The collection is available on video cassette through ETV on the University of Nebraska campus.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals); videotape footage; copy photographs.

B&W Formats: 8x10" copy negatives.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 10 days with an additional cost of \$40.00 for slides, \$40.00 for B&W photographs, and \$125.00-\$150.00 for color transparencies. Orders can be rushed and sent FedEx, payable by the recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. Two copies of a publication are required. Slides may be used for reproduction with permission. Special permission is required for commercial editorial material if a reproduction is to appear on a dust jacket, book cover, brochure, calendar, etc., or is to be published as an individual reproduction. A final layout must be submitted for gallery approval prior to publication. Fees are for one-time use only.

Required Credit Line: Sheldon Memorial Art Gallery, University of Nebraska-Lincoln; acquisition information.

Processing and Materials Fees: 35mm slides--\$15.00; 4x5" color transparencies--\$75.00 (3 month loan); 8x10" B&W photographs--\$15.00.

Use Fees: All nonprofit use--\$25.00/image. Commercial use: 35mm slide--\$100.00; 4x5" color transparencies--\$100.00, (\$250.00 for calendars, book covers, etc.); 8x10" B&W photographs--\$100.00. All requests for commercial uses must be referred to the director. Use fees are waived for some scholarly publications, usually defined as university presses, nonprofit museums, and scholarly periodicals.

Smith College Museum of Art

Northampton, MA 01063

Contact: Michael Goodison, Archivist

(413) 585-2770

Fax: (413) 585-2782

Collections Information: An illustrated catalogue of portions of the collection is available from the sales department for \$15.00. A list of slides is available.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals).

B&W Formats: 8x10" copy negatives; copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This can take 6 weeks or more with an additional cost of \$20.00 for B&W formats and \$45.00 for color transparencies. There is an additional charge for rush orders. Shipping is via U.S. mail or

FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are preferred in writing. Use fees must be paid before publication. Two copies of a publication or clip are required. Color proofs must be submitted to the museum prior to publication. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Smith College Museum of Art, Northampton, Massachusetts; acquisition information.

Processing and Materials Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$40.00 (3 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Use fees are never charged for scholarly publications. For commercial use, fees vary, beginning at \$50.00. Copies of the reproduction, especially calendars, cards, etc., may be required for resale in the museum.

South Street Seaport Museum

207 Front Street
New York, NY 10038
Department: Collections Management
Contact: Collections Manager
(212) 425-0854
Fax: (212) 732-5168

Collections Information: There is a checklist with documentation photographs, available for in-house use.

Color Formats: As requested.

B&W Formats: As requested.

Special Services: Photography is done both in-house and by an outside source. Various fine art prints, some smaller ship models, some drawings, and some paintings may not be available for reproduction. If photographic materials are unavailable, it is possible to schedule a commercial photographer to meet with the collections manager and photograph approved materials. In lieu of a service fee the museum is to receive quality duplicates of all images photographed, without restrictions as to future use. Rush orders are accepted; shipping is via UPS or FedEx.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Two copies of a publication or clip are required upon completion of a project. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Courtesy, South Street Seaport Museum.

Processing and Materials Fees: 35mm slides--\$15.00; 4x5" color transparencies--\$125.00 (3 month loan); 8x10" color transparencies--\$150.00 (3 month loan); 8x10" B&W photographs--\$40.00; filming--\$300.00.

Use Fees: \$125.00/image. Use fees are waived for nonprofit, educational organizations and scholarly publications.

Southwest Museum

P.O. Box 41558
Los Angeles, CA 90041-0558
234 Museum Drive
Los Angeles, CA 90065
Department: Photo Archives
Contact: Ligia Perez
(213) 221-2164
Fax: (213) 224-8223

Collections Information: Printouts from an in-house catalogue of selected objects and photographs are made available to researchers. A printout of selected slides is also available to researchers. The collection is available on a video disk.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (duplicates); copy photographs (duplicates); videoprint from video disk.

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes one month with an additional cost of \$50.00/hour. Shipping is via UPS or FedEx at the recipient's expense.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing fees are due in advance if the charge is over \$50.00. A copy of a publication or clip is required. Slides may be used for reproduction, only with permission. Fees are for one-time use only.

Required Credit Line: Courtesy of Southwest Museum, Los Angeles; object number.

Processing and Materials Fees: 35mm slides--\$9.00; 4x5" color transparencies--\$45.00; B&W photographs--prices vary according to size.

Use Fees: Vary according to usage. Use fees are waived for students.

Spencer Museum of Art,

University of Kansas

Lawrence, KA 66045-2136
Department: Registrar
Contact: Janet Dreiling, Registrar
(913) 864-4710
Fax: (913) 864-3112

Collections Information: A handbook of the collection is available from the museum bookstore for \$6.00. Selected works are also available as postcards from the bookstore.

Color Formats: 35mm slides (originals); 4x5" transparencies (originals); copy photographs by request.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 2-4 weeks with an additional cost determined by the request.

Rush orders will be charged an extra fee, depending on the request, and can be sent UPS or FedEx. Under special conditions, individuals can arrange to schedule their own photography.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Two copies of a publication or clip are required. The museum may order overrun of reproductions at time of printing for cost. Slides may be used for reproduction only with permission. Purchase or rental fees are due upon receipt of permission, regardless of whether the image is reproduced. Reproduction fees are due upon publication. Fees are for one-time use only.

Required Credit Line: Spencer Museum of Art, University of Kansas.

Processing and Materials Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$75.00 (3 month loan); 8x10" B&W photographs--\$10.00, other sizes available upon request.

Use Fees: B&W image--\$50.00; color image--\$100.00. Use fees are waived for nonprofit use.

Sterling and Francine Clark Art Institute

Box 8, 225 South St.

Williamstown, MA 01267

Department: Reproduction Rights, Registrar

Contact: Martha Asher, Registrar

(413) 458-2303 ext. 341

Fax: (413) 458-2336

Collections Information: An illustrated catalogue of the collection can be ordered for \$10.95 from the museum shop. A list of slides is available. The museum shop offers other reproductions of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. Large, fragile paintings may not be available for photography if a color transparency is needed. If an object has not been photographed, new photography may be requested. This takes 8 weeks with an additional cost determined by the format requested. There is an extra charge for rush orders. Shipping is via UPS or FedEx.

Reproduction Conditions: Cropping is sometimes allowed with permission. Permission requests are accepted in writing only. A copy of a publication or clip is required. Color proofs must be submitted for approval prior to publication. Fees are due in advance and are for one-time use only.

Required Credit Line: Sterling and Francine Clark Art Institute, Williamstown, Massachusetts; credit required by object.

Scholarly or Nonprofit Fees: 4x5" and 8x10" color transparencies--\$50.00, use fee--\$100.00 (3 month loan); 8x10" B&W photographs--\$10.00, use fee--\$50.00.

Commercial Fees: 4x5" and 8x10" color transparencies--\$50.00, use fee--\$200.00 (3 month loan); 8x10" B&W photographs--\$10.00, use fee--\$100.00; calendars, cards, posters, etc.--\$2000.00/image or

10% of net sales. All commercial use is negotiated by special contract.

Terra Museum of American Art

664 North Michigan Avenue

Chicago, IL 60611

Department: Registration

Contact: Jayne Johnson, Registrar

Holly Wagoner, Curatorial Assistant

(312) 664-3939

Fax: (312) 664-2052

Collections Information: A collection list is available from the registration department at no cost. The museum bookstore also offers reproductions of objects in the collection (prints, notecards, slides). Rosenthal also offers a limited selection of slides from the collection.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 3-4 months with an extra charge determined by the request. Rush orders are accepted; shipping is via UPS or FedEx at the recipient's expense. Individuals can arrange to schedule their own photography through the registrar.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing and use fees are due upon receipt of materials/invoice. Two copies of a publication or clip are required. Slides may be reproduced with permission only. All fees are for one-time, one-language use only, unless other arrangements are applied for and agreed upon in advance.

Required Credit Line: Artist, title, date, medium, dimensions, collection; Courtesy of Terra Museum of American Art, Chicago. All rights reserved.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 4x5" transparencies--\$40.00 (4 month loan), use fee--\$10.00; 8x10" B&W photographs--\$11.00, use fee--\$5.00. Use fees are waived if the artwork is loaned to the applicant, for original scholarly research, or at the discretion of the museum.

Commercial Fees: 35mm slides--\$3.00; 4x5" color transparencies--\$80.00 (4 month loan), use fee--\$60.00; 8x10" B&W photographs--\$11.00, use fee--\$30.00; use on covers, jackets, chapter dividers--\$75.00 for B&W, \$150.00 for color. Generally, for special use, a flat reproduction fee will be determined based on use, distribution, and retail price by quotation and will only be considered after a written proposal has been submitted to the registrar. Negotiations for receipt of in-kind products will be made at the time of application.

Timken Museum of Art
1500 El Prado
San Diego, CA 92101
Department: Administration
Contact: Jim Peterson
(619) 239-5548
Fax: (619) 233-6629

Collections Information: A catalogue of the collection may be ordered from the general switchboard for \$7.50. A slide list is available.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (duplicates).

B&W Formats: 8x10" copy negatives.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes several weeks with an additional cost determined by the request. Rush orders are available and are shipped UPS or FedEx, at an extra charge.

Reproduction Conditions: Cropping is allowed. Permission requests are accepted in writing only. Processing fees are not due in advance. A copy of a publication or clip is required. Slides may be used for reproduction only with permission. All fees are for one-time use only.

Required Credit Line: The Putnam Foundation, Timken Museum of Art, San Diego, CA 92101.

Scholarly or Nonprofit Fees: Slides, transparencies, and photographs may be borrowed for 45 days, free of charge. Additional use fees may be waived for scholarly publications on a case-by-case basis.

Commercial Fees: Available on request.

The Toledo Museum of Art
P.O. Box 1013
Toledo, OH 43697
Department: Registrar
Contact: Lee Mooney, Registrarial Secretary
(419) 255-8000 ext. 339
Fax: (419) 255-5638

Collections Information: A catalogue of the European painting collection is offered for \$19.95 soft cover. Orders should be placed through the museum shop. A list of slides is available. Slides are offered through the slide library, Rosenthal, and Sandak.

Color Formats: 35mm slides (originals & duplicates); 8x10" transparencies (originals).

B&W Formats: Copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. This takes 2-4 weeks with an additional cost determined by the request. Shipping is via UPS or FedEx (with the recipient's account number).

Reproduction Conditions: Cropping is allowed with permission. Phone requests must be confirmed in writing. Processing and use fees are due in advance for color materials. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: The Toledo Museum of Art; acquisition information.

Processing and Materials Fees: 35mm slides--\$3.00; 8x10" color transparencies (3 month loan)--\$35.00 for nonprofit or educational, \$75.00 for commercial; 8x10" B&W photographs--\$10.00.

Use Fees: One-time use in book, textbook, or periodical for one or more objects--\$30.00; additional language editions--\$30.00/edition; world rights--\$100.00; book cover or dust jacket--\$100.00. All requests for calendars, note cards, postcards, posters, etc., are handled by the museum store. Use fees are waived for limited press runs on scholarly publications.

University of New Mexico Art Museum

Fine Arts Center

University of New Mexico

Albuquerque, NM 87131

Department: Registrar

Contact: Kittu Longstreth-Brown, Registrar

(505) 277-4001

Fax: (505) 277-7315

Collections Information: Various illustrated catalogues of the collection are available for \$20.00-\$49.00 through the museum bookstore. Titles include: *Tamarind Institute, 1970-1979*, *Tamarind Catalogue Raisonne, 1960-1970*, *Nineteenth-Century Photographs at the University of New Mexico Art Museum, 1990*, and *Culture and Record, 19th Century Photographs from the University of New Mexico Art Museum*.

Color Formats: 4x5" and 8x10" transparencies (originals); copy photographs.

B&W Formats: Copy photographs.

Special Services: Photography is done by an outside source. If an object has not been photographed, new photography may be requested. This takes 3-4 weeks. Shipping is via US Postal Service.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. Processing and use fees are due in advance. Reproductions are intended for scholarly uses, and reproduction by others for advertising, promotional or similar commercial uses is not generally allowed. Images used for reproduction must be supplied by the museum, and slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: University of New Mexico Art Museum . . . [complete and exact wording will be supplied for each image].

Processing and Materials Fees: 35mm slides--\$60.00/roll (c. 10 objects per roll); 4x5" color transparencies--\$75.00 (2-month loan); 8x10" color transparencies--\$200.00 (3-month loan); 8x10" B&W photographs--\$20.00.

Use Fees: 4x5" and 8x10" color transparencies--\$50.00, 8x10" B&W photographs--\$125.00. Additional use fees will be determined according to use, size, and distribution. Fees may be waived, on application, for scholarly study or scholarly publications directed toward a scholarly audience and having a limited press run.

**The University Museum,
University of Pennsylvania**
33rd and Spruce Streets
Philadelphia, PA 19104-6324
Department: Photographic Archives
Contact: Charles Klein, Photographic Archivist
(215) 898-6720
Fax: (215) 898-0657

Collections Information: There is an illustrated partial catalogue of the collection available for \$3.00 through the publications division. Slide sets, and other reproductions of objects in the collection are offered by the museum shop.

Color Formats: 35mm slides (usually duplicates); 4x5" and 8x10" transparencies (usually duplicates); videotape footage; copy photographs.

B&W Formats: 35mm slides (rarely); 4x5" and 8x10" copy negatives (for in-house use only); videotape footage; copy photographs.

Special Services: Photography is done in-house. Some objects may not be available for reproduction due to fragility and donor or copyright restrictions. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks, with an additional charge based on the request. Permission for new photography must be approved by the curator or archivist. Rush orders are available. For museums an additional 100% is added for same day service, 50% for two-day service. For non-museum requests an additional 100% is added for one-week service. The minimum rush charge is \$35.00. Individuals may schedule their own photography (for study purposes only) with permission of the curator or archivist.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: The University Museum, University of Pennsylvania; negative number.

Scholarly or Nonprofit Fees: 35mm slides--\$1.00; B&W conversion from color slide--\$6.00; 4x5" color transparencies--\$50.00 (3-month loan); B&W glossy photographs on fiber paper: 4x5"--\$3.00; 5x7"--\$4.00; 8x10"--\$5.00; 11x14"--\$8.00; 16x20"--\$15.00 (sepia toning add 50%); roll film processing, developing--\$3.50, proof sheet--\$2.00, combined--\$5.00. Use fees are waived for nonprofit organizations.

Commercial Fees: 35mm slides--\$3.00, B&W conversion from color--\$12.00; 4x5" color transparencies--\$50.00 (3 month loan); B&W glossy photographs on fiber paper: 4x5"-8x10"--\$10.00, 11x14"--

\$15.00; 16x20"--\$30.00 (sepia toning add 50%).

Use fees: Use fees for one-time nonexclusive use in books and serials less than 5,000 copies--\$25.00 B&W, \$50.00 color; 5,000-20,000--\$50.00 B&W, \$100.00 color; more than 20,000--\$100.00 B&W, \$200.00 color. Special discounts are available for the use of more than five images in a single publication. Fees for photographic services and/or reproduction rights for advertisements and special uses such as book and magazine covers, posters, television, film, and videotape are quoted on a case-by-case basis, in consultation with the Public Information and Business offices.

Virginia Museum of Fine Arts

2800 Grove Ave.

Richmond, VA 23221-2466

Department: Photographic Resources

Contact: Howell W. Perkins, Manager

(804) 367-0147

Fax: (804) 367-9393

Collections Information: Various catalogues on different aspects of the collection are available. For a list of current publications contact the publications department (804/367-0534). A limited selection of 35mm color slides and reproductions of objects in the collection are available through the Museum Council Sales Shop and TEAMS (Traveling Exhibitions and Media Services 804/367-0843). A more complete selection of 35mm color slides and reproductions is available from the Department of Photographic Resources.

Color Formats: 35mm slides, 4x5" and 8x10" transparencies (originals & duplicates); film and video footage (available through TEAMS, rental only).

B&W Formats: 35mm slides; 2 1/4" and 4x5" negatives; original and copy photographs.

Special Services: Photography is done in-house. If photographic materials of an object are not available, new photography may be requested for an additional fee. This takes 4-6 weeks based upon current workload. Orders can be rushed for an extra fee of \$50.00. Shipping is via registered mail, express mail, UPS or FedEx.

Reproduction Conditions: Cropping is allowed only with the expressed written permission of the museum. A credit line must be used for each image reproduced. Permission requests are accepted in writing only. Up to two copies of a publication are required. Color proofs for four-color reproductions are required prior to publication. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Varies; provided when the request is approved.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00; color transparencies--\$65.00 (4 month loan); B&W glossy photographs--\$10.00 for scholarly use, \$45.00 for reproduction. The waiving of use fees for scholarly publications is handled on a case-by-case basis.

Commercial Fees: 35mm slides--\$2.00; color transparencies--\$185.00

(4 month loan); B&W glossy photographs--\$75.00. Fees for non-editorial use--\$185.00+; determined on a case-by-case basis. Fees may be negotiated in exchange for product(s). All fees are subject to change.

Wadsworth Atheneum

600 Main Street
Hartford, CT 06103
Department: Photographic Services
Contact: Peter Barberie, Head of Photographic Services
(203) 278-2670, ext. 434
Fax: (203) 527-0803

Collections Information: A list of slides is available from the museum shop. Other reproductions of objects in the collection are offered by the museum shop.

Color Formats: 35mm slides (duplicates); 4x5", 5x7", and 8x10" transparencies (originals & duplicates).

B&W Formats: 8x10" glossy photographs.

Special Services: Photography is done in-house. Some works dated 1978 to the present may not be available for reproduction.

If an object has not been photographed, photography may be requested. This takes 8-10 weeks with an additional charge determined by the request. No rush orders are available. Shipping is via FedEx, payable by the recipient.

Reproduction Conditions: Cropping is allowed only if a complete image is used also. Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Wadsworth Atheneum, Hartford.

Scholarly or Nonprofit Fees: 35mm slides--\$2.00; color transparencies--\$45.00, use fee \$0-\$120.00 (6-month loan); 8x10" B&W photographs--\$12.00, use fee--\$0-\$60.00. Use fees are waived for some nonprofit, educational institutions, most university presses and for exhibition catalogues produced by institutions to which the object is on loan.

Commercial Fees: 35mm slides--\$2.00; color transparencies--\$90.00; 8x10" B&W photographs--\$18.00. Advertising and promotional use is allowed under special circumstances. Editorial use: books, textbooks, catalogues, etc.--minimum or \$30.00 for interior use or \$70.00 for cover use. Non-editorial use: calendars, posters, postcards, record covers, etc.--\$150.00 minimum.

Walker Art Center

Vineland Place
Minneapolis, MN 55403
Department: Registrar
Contact: Andrea Weiss, Rights and Reproductions
(612) 375-7597
Fax: (612) 375-7618

Collections Information: A list of slides, for sale through the bookstore, is available. The bookstore also offers other reproductions (notecards, postcards, posters) of objects in the collection.

Color Formats: 35mm slides (duplicates); 4x5" and 8x10" transparencies (originals).

B&W Formats: Copy photographs.

Special Services: Photography is done in-house. Many of the prints in the collection may not be available for reproduction.

If an object has not been photographed, new photography may be requested. This takes 6-8 weeks, with an additional charge determined by the request. Rush orders will be charged an extra \$25.00. Shipping is via UPS or FedEx, payable by the recipient.

Reproduction Conditions: Cropping is not allowed. Permission requests are preferred in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Processing and Materials Fees: 35mm slides--\$7.00 (originals), \$5.00 (duplicates); 4x5" color transparencies--\$60.00 (6-month loan); 8x10" color transparencies--\$120.00 (6-month loan); B&W photographs--\$12.50.

Use Fees: B&W one-time rights--\$25.00; cover, jacket--\$85.00; 4x5" color transparencies, one-time rights--\$80.00; cover, jacket--\$375.00. 8x10" color transparencies, one-time rights--\$160.00; cover, jacket--\$500.00. Use fees may be waived for educational and nonprofit users on a case-by-case basis.

The Walters Art Gallery

600 North Charles Street

Baltimore, Maryland 21201-5185

Department: Photographic Services/Rights and Reproductions

Contact: Maria LaLoma, Photographic Coordinator

(410) 547-9000

Fax: (410) 783-7969

Collections Information: No catalogue is available. Slides may also be ordered from Rosenthal.

Color Formats: 35mm slides (originals & duplicates); 4x5" transparencies (originals).

B&W Formats: Copy photographs; microfilms of manuscripts.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 8-12 weeks. Rush orders are charged an extra 50% and can be sent via UPS or FedEx, payable by the recipient.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Use and processing fees above \$25.00 are due in advance. A copy of a publication or clip is required. Color proofs must be approved prior to publication. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Baltimore, The Walters Art Gallery

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$60.00, new photography--\$120.00 (6 month loan); 8x10" B&W photographs--\$8.00 for scholars, \$12.00 for all others, new photography--\$40.00.

Use Fees: Color--\$60.00; B&W--\$30.00. Special use: calendars, posters, greeting cards and postcards--\$400.00; television, films, filmstrips, and advertising and promotional contexts--fee by quotation based on use and distribution. Use fees are waived for nonprofit organizations.

Washington University Gallery of Art

Campus Box 1214
One Brookings Drive
St. Louis, MO 63130-4899
Department: Rights and Reproductions
Contact: Lucinda Lessley
(314) 935-5490
Fax: (314) 935-4523

Collections Information: An illustrated catalogue of the collection can be ordered for \$5.00 through the Department of Rights and Reproductions. Reproductions of objects in the collection are available.

Color Formats: 35mm slides (duplicates); 4x5" transparencies (originals); copy photographs.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested for an additional cost of \$150.00. Rush orders are charged an extra \$25.00. Shipping via FedEx is available.

Reproduction Conditions: Cropping is not allowed. Permission requests are accepted in writing only. All fees must be paid in advance. Proofs of reproduced images must be submitted for approval before the publication process is completed. A copy of completed publication is required. Slides may not be used for reproduction. Fees are for one-time, one-language use only.

Required Credit Line: Collection of Washington University Gallery of Art, St. Louis, MO.

Processing and Materials Fees: 35mm slides--\$5.00; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$10.00.

Use Fees: Use fees vary and are waived for scholarly and nonprofit organizations.

Whitney Museum of American Art

945 Madison Ave.
New York, NY 10021
Department: Rights and Reproductions
Contact: Anita Duquette, Manager
(212) 570-3660
Fax: (212) 570-1807

Collections Information: Computer checklists of the collection can be generated by the cataloguing office and are available from the Registration department. Slides of works in the permanent collection and slides of the biennial exhibitions since 1970 are available for purchase through Sandak, Inc./Macmillan Publishing Company.

Color Formats: 4x5", 5x7", and 8x10" transparencies (originals).

B&W Formats: 4x5" and 5x7" negatives; 8x10" glossy copy photographs.

Special Services: If an object has not been photographed, new photography may be requested. This takes 6 weeks with an additional cost determined by the request. Shipping via UPS, FedEx, or DHL can be done at the recipient's expense. In some instances, the museum must obtain reproduction permission from artists and estates before releasing photographs or transparencies.

Reproduction Conditions: Cropping is not allowed; details are permitted with museum approval. Permission requests are accepted in writing only. Processing fees are due in advance for individuals and publishers who haven't established credit with the museum. A copy of a publication or clip is required. Slides may be used for reproduction with permission. Fees are for one-time use only.

Required Credit Line: Collection of Whitney Museum of American Art; acquisition information.

Scholarly or Nonprofit Fees: 4x5" and 8x10" color transparencies--\$75.00 (6 month loan); 8x10" B&W photographs--\$10.00. Use fees are waived for publications produced by nonprofit organizations and for catalogues raisonne.

Commercial Fees: 4x5" and 8x10" color transparencies--\$75.00 (6 month loan), use fee--\$75.00; 8x10" B&W photographs--\$15.00, use fee--\$10.00. The museum considers book covers, jackets, calendars, notecards, engagement calendars, and posters commercial forms of reproduction which require the permission of the artist or estate. Commercial photographic use fees start at \$400.00. The museum has a standard policy of not granting reproduction permission for use in commercial advertising.

The above fees are subject to change.

Winterthur Museum

See entry for Henry Francis du Pont Winterthur Museum

Worcester Art Museum

55 Salisbury Street
Worcester, MA 01609-3196
Department: Photographic Services
(508) 799-4406 ext. 233
Fax: (508) 798-5646

Collections Information: Various publications of portions of the

museum's collection, such as silver and American watercolors, can be ordered through the museum shop. A list of slides is available through the Photographic Services Department.

Color Formats: 35mm slides (duplicates, originals upon request); 4x5" transparencies (originals).

B&W Formats: 8x10" copy photographs.

Special Services: If an object has not been photographed, photography may be requested. Rush orders for 1-2 objects take 2 weeks. Works by contemporary artists and photographers may not be available for reproduction.

Reproduction Conditions: Cropping is allowed with permission, with a credit stating "detail". Permission requests are accepted in writing only. Processing and use fees are due in advance. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Worcester Art Museum, Worcester, Massachusetts.

Scholarly or Nonprofit Fees: The slide library lends up to 60 slides/week for \$7.50 to museum members, local educators, and residents. 35mm slides--\$2.50; 4x5" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$15.00. Use fees are waived for original scholarly research with a limited press run or when a work of art is lent for a special exhibition.

Commercial Fees: 35mm slides--\$2.50; 4x5" color transparencies--\$80.00; 8x10" B&W photographs--\$20.00. Books, textbooks, periodicals, etc.: interior use--\$50.00 for B&W, \$100.00 for color; cover use--\$100.00 for B&W, \$200.00 for color. Application for permission to reproduce works of art in a non-editorial context 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. For use in television, films, and filmstrips the fee is based on use and distribution by quotation. All fees are subject to change.

Yale Center for British Art

1080 Chapel Street

2120 Yale Station

New Haven, CT 06520

Department: Registrar (Rights and Reproductions)

Contact: Marilyn Hunt, Assistant Registrar

(203) 432-2834

Fax: (203) 432-6780

Collections Information: An illustrated catalogue of the painting collection is available from the museum shop for \$27.00 (soft cover).

Color Formats: 35mm slides (originals & duplicates), 4x5", 5x7", and 8x10" transparencies (originals & duplicates); copy photographs

by special order.

B&W Formats: 35mm slides upon request; 8x10" copy photographs, other sizes by request.

Special Services: Photography is done in-house. If an object has not been photographed, new photography may be requested. This takes 4-6 weeks with an additional cost determined by the request. Rush orders are available and are shipped UPS or FedEx, at an extra charge.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. Processing fees are due in advance if an order totals \$100.00 or more. A copy of a publication or clip is required. Slides may not be used for reproduction. Fees are for one-time use only.

Required Credit Line: Supplied on all photographic materials labels and permission forms.

Scholarly or Nonprofit Fees: 5x7" color transparencies (3 month loan), use fee--\$50.00; 8x10" B&W photographs--\$10.00, (from existing negatives). Use fees are waived for non-commercial art history publications, nonprofit and educational users.

Commercial Fees: 35mm slides--\$20.00; 5x7" color transparencies, new photography--\$100.00; 8x10" B&W photographs--\$10.00, new photography--\$35.00. All use fees are furnished upon request and are subject to change without notice.

Yale University Art Gallery

P.O. Box 208271

New Haven, CT 06520

Department: Rights and Reproductions

Contact: Suzanne Warner

(203) 432-0630

Fax: (203) 432-7159

Collections Information: Sales and Information (the museum shop) offers a catalogue with approximately 1700 illustrations, other specialized catalogues of the collection, and other reproductions of objects.

Color Formats: 35mm slides (mostly duplicates); 5x7" and 8x10" transparencies (mostly originals); custom color prints.

B&W Formats: 8x10" copy photographs.

Special Services: Photography is done by an outside source. Some works being restored may not be available for reproduction.

If an object has not been photographed, new photography may be requested. This may take up to 4 weeks with an additional cost determined by the request. Rush orders (less than 2 weeks) are accepted for an additional charge.

Reproduction Conditions: Cropping is allowed with permission. Permission requests are accepted in writing only. All fees are due in advance. A copy of a publication is required. Slides may be used for reproduction only in rare circumstances. Fees are for one-time use only.

Required Credit Line: Yale University Art Gallery; donor or purchase fund.

Scholarly or Nonprofit Fees: 35mm slides--\$3.00; 5x7" and 8x10" color transparencies--\$50.00 (3 month loan); 8x10" B&W photographs--\$15.00.

Commercial Fees: 35mm slides--\$3.00; 5x7" and 8x10" color transparencies--\$75.00 (3 month loan).

Use Fees: B&W--from \$40.00 for quarter page to \$100.00 for cover; color--from \$80.00 for quarter page to \$300.00 for cover. Use fees are waived for museums, university presses, and specialized short runs. Commercial or advertising usage is determined on a case-by-case basis.

INDEX TO INSTITUTIONS

Institutions are listed in alphabetical order by state. City locations are in parentheses.

Arizona

Center for Creative Photography (Tucson)
Phoenix Art Museum

California

Crocker Art Museum (Sacramento)
Henry E. Huntington Library and Art Gallery (San Marino)
The J. Paul Getty Museum (Malibu)
Norton Simon Museum (Pasadena)
The Oakland Museum
San Francisco Museum of Modern Art
Santa Barbara Museum of Art
Southwest Museum (Los Angeles)
Timkin Museum of Art (San Diego)

Colorado

Denver Art Museum

Connecticut

Wadsworth Atheneum (Hartford)
Yale Center for British Art (New Haven)

Delaware

Henry Francis du Pont Winterthur Museum (Winterthur)

District of Columbia

Arthur M. Sackler Gallery, Smithsonian Institution (listed under
entry for Freer Gallery of Art)
Corcoran Museum of Art
The Folger Shakespeare Library
Freer Gallery of Art, Smithsonian Institution
Hirshhorn Museum and Sculpture Garden, Smithsonian Institution
National Gallery of Art
National Museum of Women in the Arts
National Portrait Gallery
The Phillips Collection

Florida

The John and Mable Ringling Museum of Art (Sarasota)

Georgia

Georgia Museum of Art, University of Georgia (Athens)
High Museum of Art (Atlanta)

Illinois

Terra Museum of American Art (Chicago)

Indiana

Indianapolis Museum of Art

Kansas

Spencer Museum of Art, University of Kansas (Lawrence)

Kentucky

The J. B. Speed Art Museum

Louisiana

New Orleans Museum of Art
The R.W. Norton Art Gallery (Shreveport)

Maine

Bowdoin College Museum of Art (Brunswick)
Portland Museum of Art

Maryland

The Baltimore Museum of Art
The Peale Museum/Baltimore City Life Museums (Baltimore)
The Walters Art Gallery (Baltimore)

Massachusetts

American Antiquarian Society (Worcester)
Boston Athenaeum
Harvard University Art Museums (Cambridge):
 Arthur M. Sackler Collection
 Busch-Reisinger Museum
 Fogg Art Museum
Mead Art Museum, Amherst College (Amherst)
Museum of American Textile History (North Andover)
Museum of Fine Arts (Springfield)
Rose Art Museum, Brandeis University (Waltham)
Sterling and Francine Clark Art Institute (Williamstown)
Smith College Museum of Art (Northampton)
Worcester Art Museum

Michigan

Asian Art Photography Distribution, University of Michigan (Ann Arbor)
Cranbrook Academy of Art Museum (Bloomfield Hills)
Grand Rapids Art Museum

Minnesota

Minneapolis Institute of Arts
Walker Art Center

Missouri

Nelson-Atkins Museum of Art (Kansas City)
The Saint Louis Art Museum
Washington University Gallery of Art (St. Louis)

Nebraska

Sheldon Memorial Art Gallery, University of Nebraska (Lincoln)

New Hampshire

The Currier Gallery of Art (Manchester)

New Jersey

The Montclair Art Museum
The Newark Museum
The Art Museum, Princeton University (Princeton)

New Mexico

Albuquerque Museum
Museum of New Mexico (Santa Fe)
University of New Mexico Art Museum (Albuquerque)

New York

Artpark (Lewiston)
Frederic Remington Art Museum (Ogdensburg)
The Frick Collection (New York City)
Heckscher Museum (Huntington)
Herbert F. Johnson Museum of Art, Cornell University (Ithaca)
Hispanic Society of America (New York City)
The Hyde Collection (Glen Falls)
Memorial Art Gallery of the University of Rochester
Metropolitan Museum of Art (New York City)
Munson-Williams-Proctor Institute (Utica)
Museum of American Folk Art (New York City)
National Academy of Design (New York City)
The New-York Historical Society (New York City)

New York (cont.)

South Street Seaport Museum (New York City)
Whitney Museum of American Art

Ohio

Allen Memorial Art Museum, Oberlin College (Oberlin)
Cincinnati Art Museum
The Cleveland Museum of Art
The Toledo Museum of Art

Oklahoma

Philbrook Museum of Art (Tulsa)

Pennsylvania

Allentown Art Museum
The Barnes Foundation (Merion)
Pennsylvania Academy of the Fine Arts (Philadelphia)
Philadelphia Museum of Art
The University Museum, University of Pennsylvania (Philadelphia)

Rhode Island

Museum of Art, Rhode Island School of Design (Providence)

Tennessee

Memphis Brooks Museum of Art

Texas

Amon Carter Museum (Fort Worth)
Archer M. Huntington Art Gallery, University of Texas (Austin)
Dallas Museum of Art
Harry Ransom Humanities Research Center, University of Texas
(Austin)
Kimbell Art Museum (Fort Worth)
Marion Koogler McNay Art Museum (San Antonio)
Meadows Museum, Southern Methodist University (Dallas)
Museum of Fine Arts, Houston

Utah

Museum of Art, Brigham Young University (Provo)

Vermont

The Bennington Museum

Virginia

The Chrysler Museum (Norfolk)
Virginia Museum of Fine Arts (Richmond)

Washington

Henry Art Gallery, University of Washington (Seattle)
Seattle Art Museum

Wisconsin

Milwaukee Art Museum

Wyoming

Buffalo Bill Historical Center (Cody)

❖❖ REPRODUCTION SERVICES QUESTIONNAIRE ❖❖

Please return completed form by March 1, 1990

Name _____

Institution _____

Address _____

Department to contact for rights and reproduction services _____

Contact (name and title) _____

Direct phone/extension _____

Fax number _____

❖ COLLECTIONS INFORMATION (Answer Yes or No) ❖

Is there a checklist or catalog of your collections available? _____ Cost? _____

If a checklist is available, is it illustrated? _____

From what department can the catalog be ordered? _____

Is the collection available on a video disc? _____ Cost? _____

Is a list of slides available? _____

Are there other sources for reproductions of objects in your collections? _____

If so, please list these sources (e.g., museum shop, Rosenthal, Sandak, etc.):

Are you listed in the *Slide Buyers' Guide* (published by Libraries Unlimited and the Visual Resources Association)? _____

❖ FORMATS (check those that apply) ❖

Color formats available:

35mm slides: _____

Are slides originals or duplicates? _____

Transparencies: 4x5" _____ 5x7" _____ 8x10" _____

Are transparencies originals or duplicates? _____

Film footage: _____

Videotape footage: _____

Copy photographs (prints): _____

Other formats: _____

REPRODUCTION CONDITIONS (continued)

Please list any other special conditions and/or fees (e.g., for commercial use on covers, tv, calendars; or, for use in film or videotape productions)?

❖ EDUCATIONAL OR NON-PROFIT USE ❖

Under what circumstances, if any, do you waive use fees (e.g., for scholarly publications)?

How do you define a scholarly publication (e.g., limited press run, less than 4,000 copies printed, etc.)?

Are you familiar with the "Fair Use of Visual Materials: Reproduction Rights in Scholarly Publishing," as adopted by the College Art Association? _____ (Yes or No)

Are educational or non-profit fees for one-time use only? _____(Yes or No)

❖ FEES FOR PROCESSING AND USE ❖

Fees for educational or non-profit use:

35mm slides \$ _____

Use fee: \$ _____

Purchase only? _____ (yes/no)

4x5" color transparencies: \$ _____

Use fee: \$ _____

Loan period _____

8x10" color transparencies: \$ _____

Use fee: \$ _____

Loan period _____

8x10" black & white photographs: \$ _____

Use fee: \$ _____

Purchase only? _____

Film footage: \$ _____

Use fee: \$ _____

Loan period _____

Videotape: \$ _____

Use fee: \$ _____

Other fees: _____

****ATTENTION****

If you would be interested in receiving information about purchasing a copy of *A Guide to Reproduction Services at American Art Museums*, please fill in the following information and return with your completed questionnaire. Thank you.

Institution name: _____

Purchasing agent: _____

Department: _____

Mailing Address: _____

City/State/Zip code: _____

Please indicate which format you would prefer:

I would be interested in purchasing a printed copy. _____

I would would be interested in purchasing a copy on a diskette. _____