



83 State House Station - Augusta, Maine 04333

## About Image Requests, Usage, and Rights

### How to Use This Form

- Fill out the following form as completely as you can with details about your request: Who you are, what object(s) you want images of, what you want to do with the images.
- Please name or describe the objects as accurately as possible, to help us find what you're looking for.
- Send a copy of the form (or any questions about image rights and reproductions) to [images.statemuseum@maine.gov](mailto:images.statemuseum@maine.gov).

### What Happens Next

Museum staff will review and respond to your request as soon as they can, usually within a week. They may inform you of other options relevant to your request or ask questions to better understand your specific needs. Your image will be delivered after your request is approved and after any payment due is received.

Museum staff work to fulfill requests as quickly as they can, but please allow up to two weeks for most orders.

### What It Costs

The museum charges cost-recovery fees when new scans need to be made or new photographs taken, and in a few other circumstances. A fee schedule is included on the last page of the form above the invoice. The museum can only process payments by check or money order.

### How to Credit Images

Please credit the Maine State Museum and reference the object's catalog number or link to its database record.

### What You Should Know about Usage, Copyright, and Restrictions

- The Maine State Museum grants permission for one-time, non-exclusive use of images. The museum can only grant permission for rights that it holds.
- The museum does its best to understand and communicate the copyright status of its collections, but the absence of copyright information doesn't mean that an object is in the public domain or has no other legal restrictions. The museum makes no express or implied warranty of any statement about any object's status.
- It's your responsibility to determine whether an object is copyrighted and get permission from copyright owners or controllers of other restrictions before your request can be approved. The museum disclaims any and all responsibility for third-party uses when the copyright owner hasn't given permission and/or the museum hasn't approved the use.



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### Image Request and Publication Permission Form

Image requests and publication permissions are subject to approval by Maine State Museum staff. General conditions are on the second page and additional conditions may apply as set forth. The Maine State Museum reserves the right to charge fees for these services. **All images delivered at highest available resolution. Submit this form or send questions to [images.statemuseum@maine.gov](mailto:images.statemuseum@maine.gov).**

#### Requester Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### This form is a request for:

\_\_\_\_\_ A copy of a digital image \_\_\_\_\_ Permission to publish an image

#### Image Requested (Please give catalog number, link to object record, or description of object):

#### Intended Use (Describe and check use category. Make a new request if your intended use changes in any way):

Publication title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Publication date: \_\_\_\_\_

Commercial: \_\_\_\_\_ Non-profit: \_\_\_\_\_ Educational: \_\_\_\_\_ Personal: \_\_\_\_\_ Government: \_\_\_\_\_

#### Desired Format (Please check):

\_\_\_\_\_ PDF file (free) \_\_\_\_\_ JPG file (free) \_\_\_\_\_ TIFF file (fees will apply)

**Deadline:** \_\_\_\_\_

*Files will be delivered by email unless prevented by file size. Alternate means of delivery will be determined as needed. Delivery via physical medium (CD, DVD, USB drive) will incur a fee. See third page for details.*

## General Conditions for Reproduction and Use

1. Permission is only granted for a ONE-TIME, NON-EXCLUSIVE use only as described on the previous page. The requester must make a new request for additional uses or if the intended use changes.
2. Permission only extends to any rights the Maine State Museum has to authorize reproduction. Other people or entities other than the Maine State Museum may have rights under the copyright law of the United States or of other countries, and certain images may be protected by those copyright or by other rights. It is the requester's responsibility to determine and satisfy any and all copyright or other restrictions and to secure all necessary permissions for their intended use.
3. The requester agrees to indemnify and hold harmless the State of Maine, the Maine State Museum, its commissioners, employees, and volunteers from all claims, actions, judgments, and expenses (including reasonable attorney fees) arising from requester's use of material provided pursuant to this request.
4. The requester must credit the donor, creator, and/or photographer and the Maine State Museum as specified below, and comply with all other conditions specified below.
5. If fees are assessed, the requester must pay all fees before delivery. (Fee schedule on page 3.)

### Additional Conditions on use:

Fee for digitization:

Fee for delivery:

Total fees:

Credit line to read:

**By signing this form I agree to adhere to the conditions and crediting information provided.**

**Requester Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:**

**Museum Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Pricing and Invoice on following page)**

**MAINE STATE MUSEUM**  
**Fee Schedule for Imaging, Use, and Delivery**

**Imaging Fees:**

Studio fee of **\$160.00 per object photographed** for new photography. Includes **one** full-resolution TIFF file for one-time use as approved by Maine State Museum.

Scanning fee of **\$20.00 per object scanned** for new scanning. Includes **one** full-resolution TIFF file for one-time use as approved by Maine State Museum.

**Delivery Fees:**

High-resolution TIFF fee of **\$20.00 per image** for already-digitized objects.

Additional TIFF fee of **\$5.00 per image** for additional images from new photography or new scanning.

Physical media handling/postage fee of **\$6.50 domestic US/\$20.00 international** for CD/DVD/USB drive delivery.

Rush request fee of **\$20.00** for image requests with a deadline less than 2 weeks.

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**INVOICE**

Imaging fees: \_\_\_\_\_ objects scanned/photographed at \_\_\_\_\_; subtotal:

Delivery fees: \_\_\_\_\_ TIFF files at \_\_\_\_\_ per file; subtotal:

Rush request:

Physical media handling/postage:

Total Cost:

Invoice Date:

Paid Date:

Received by:

**Payment must be by check or money order and received before image(s) are provided.**

**Point of Contact for Image Requests**

Benjamin Stickney

Curator of Photography

207-287-6605

[Benjamin.D.Stickney@maine.gov](mailto:Benjamin.D.Stickney@maine.gov)

Received by (staff):

Approved by (staff):

Fulfilled by (staff):