

HONOR THE COLORS

Iowa's Civil War Battle Flags

Learn more at:
www.iowaflags.org

Photographic and Material Application Form

STATE
HISTORICAL
SOCIETY of
IOWA

CONTACT INFORMATION (please print)

Name: _____ Company/Institution: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Phone: (____) _____ E-mail: _____ Fax: _____

ORGANIZATION TYPE

_____ Museum _____ Scholar _____ Non-Profit _____ Commercial/For-Profit _____ Personal Use/Study*

* Photographic materials ordered for study and personal use are intended for research or private enjoyment only. If you order a print for personal use/study purposes and later wish to reproduce it in any manner, you must contact SHSI for permission.

If you would like to request a detailed description of an object, please complete the following field:

_____ Personal use only, _____ Construction of a reproduction flag for use in re-enacting or personal use,
_____ academic research, associated institution _____ Other

EXHIBITION IMAGE REQUEST (complete additional Image sections as necessary)

Exhibit Title: _____ Date: _____

Venue location(s): _____

Context of image use in exhibit: _____

IMAGE REQUEST INFORMATION (Please include the object name, brief description and accession #)

Item: _____

Format Required (check all that apply):

2 _" color transparency: _____ B&W print: _____ Color print: _____ Color Digital Print: _____

Color slide _____ CD: _____ Other: _____

- For reproductions larger than thumbnail size, SHSI requests that a transparency or an 8 x 10" black & white print be used.
- Images for personal use and study only are NOT available in CD or transparency format

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PERMISSION TO REPRODUCE (please complete the following fields to request permission)

Type of Publication: _____ Title: _____

Author: _____ Publisher: _____

Publication Date: _____ Date Run (# of copies): _____

Opener: _____ Frontispiece _____ Endpaper: _____ Cover _____ (fee doubled)

TV Broadcast: _____ Public Performance: _____ Exhibition Catalogue: _____ Video: _____

Retail Price: _____ Single Language/Country: _____ or _____ World Rights* _____ (fees doubled)
*includes distribution in single language to two or more countries

Please specify language(s): _____

World Wide Web application: Address/URL _____

Length of time displayed on page (not more than one year) _____

Context of image use on website: _____

IMAGE USE POLICY

Images are provided on a cost recovery charge-back basis in accordance with DCA policy. Certain materials in the the State Historical Society of Iowa's collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.), or restricted by SHSI gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks.

Permission to use a digital image, slide or photograph of an object is granted only through a SHSI Permission Agreement, which is subject to the following terms and conditions:

- Photographic materials ordered for study and personal use are intended for research or private enjoyment only. If you order a print for personal use/study purposes and later wish to reproduce it in any manner, you must contact SHSI for permission.
- Additional conditions apply to electronic reproduction of SHSI—Museum Bureau materials, including but not limited to World Wide Web and CD-ROM. The opening screen of the web site and CD-ROM carries the following notice: The contents of this site, including all images and text, are for personal, educational, and non-commercial use only. Requests for permission to reproduce the image or text will be referred back to State Historical Society of Iowa. Caption information will be presented on the same page as the object image and in the same format listed on the Agreement form. Image will be reproduced as a jpeg or gif file and at 72 dpi. The images will not be downloadable or reproducible. Image will be watermarked by method approved by SHSI. Rights for electronic reproduction are assigned for a predetermined time period, not exceeding 1 year from the date of this agreement.
- Permission is for a one-time non-exclusive use of image(s).
- Permission is for a single edition of the publication to be published by the publisher unless otherwise stated in the Agreement form.
- The image must be identified as an SHSI image and must carry the SHSI caption and full URL of the image using format provided by SHSI.
- User agrees to obtain all intellectual property rights, including copyright from the rights holder, if the rights holder is not the State Historical Society of Iowa.

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(Image use policy continued from previous page)

- User agrees to prohibit third party use of the image.
- User agrees to release and discharge the State Historical Society of Iowa from any and all claims and demands arising out of, or in connection with, the use of the image, including without limitation any and all claims with regard to intellectual property rights, such as copyright, privacy, publicity, libel and related legal issues.
- User understands that the use of the image does not surrender the SHSI's right to use or grant others permission to use the image.
- User agrees to furnish the SHSI with two complimentary copies of the publication. For exhibitions, two images of the object with in exhibition setting along with label copy.
- User agrees to prepay all costs.
- User agrees that images cannot be altered without written permission of SHSI.
- SHSI does not offer a scanning service to patrons. Furthermore, researchers are not permitted to utilize personal scanners or similar copying equipment to reproduce collections material.
- SHSI does not offer digital images sent via the internet or attached file.

CALCULATE FEES

Documentation and administrative services, image production, commercial slide and photographic reproduction, photographer fees and shipping and handling determine costs. Any processes that are not described below will be calculated on a case-by-case basis.

Shipping and Handling (one time charge per order)

| | | |
|--|---------|-----------------------------|
| FedEx (2 days) | \$40.00 | FedEx account number: _____ |
| Airborne Express (2-3 days) | \$20.00 | |
| Standard mail [SHSI is not responsible for lost items] | \$ 5.00 | |

Per Digital Image Charge (Includes cost of labor to identify and retrieve image, labeling, and labor to make CD)

PUBLICATION USE ONLY

| | |
|---|-----------------------------------|
| Base cost | \$50.00 |
| Additional charges based upon publication request | To Be Determined from Application |

World Wide Web publication

\$150.00 (per year)

Per Digital Print Charge (Includes cost of processing and reproduction)

FOR PERSONAL USE AND STUDY ONLY (NO REPRODUCTION IN ANY MANNER)

| | |
|---|---------|
| Slide to slide | \$ 8.50 |
| Slide to print | \$12.50 |
| B&W print from B&W neg OR color print from color neg | |
| 5 x 7" | \$20.50 |
| 8 x 10" | \$25.50 |
| Color print from digital image. Printed on photographic paper | |
| 5 x 7" | \$ 6.00 |
| 8 x 10" | \$11.00 |

Photographer fees

New photography is required for objects with no existing negative or color transparency. SHSI will select and contract with the photographer. Copyright retained by SHSI.

| | |
|---------------------------|----------------------------------|
| Current photographer fees | \$350.00 plus processing charges |
|---------------------------|----------------------------------|

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PAYMENT METHOD PREFERENCE (Please do not send funds with this application)

All payments must be in US funds; All requests must be prepaid prior to shipment of material.

Check (must be drawn on a U.S. bank)

_____ Make checks out to: State Historical Society of Iowa, Iowa Battle Flag Project

Credit card (please add 4% to total fee)

Visa _____ Mastercard _____

Name of Cardholder: _____ Card Number: _____

Signature of Cardholder: _____ Expiration Date of Card: _____

Signature of Requesting Individual

Date

Return to: Rights and Reproduction
Collections Manager/Conservator
State Historical Society of Iowa
600 East Locust
Des Moines, Iowa 50319