

IMAGE REQUEST FORM

Please complete the form below, and read the "Terms Governing Reproductions or Publication of Images" that follows. Please sign the final page to acknowledge that you have read the terms and fill out credit card information if a fee applies to your use.

Image Request Type (check all boxes that apply)

High resolution image for publications, color reproduction for cover or interior image (catalogues, books, magazines, etc.); Broadcast, video, websites, & DVD rights:

- Academic/Nonprofit: No charge
- Commercial: \$500 each
- Rush Service (less than 5 business days): \$100
- World Language Rights Reproduction: Fee plus 25%
- Re Use (2nd edition, etc.): Fee minus 25%

New digital photography:

- 2D object: \$200
- 3D object: \$300

High-resolution digital file for study/non publication use:

- \$45 each

Total fee(s): \$ _____

Artwork(s) Requested

Artist Name: _____

Artwork Title: _____

Accession No: _____

Requestor Information

Name: _____

Institution: _____

Publisher: _____

Publication Title: _____

Publication Date: _____

Description of image use:

Contact Information

Email: _____

Address: _____

Phone: _____

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3. Images

- a. Images will be provided as digital files at 300 dpi.
- b. Reproductions may not be altered, cropped, bled, guttered, printed on colored stock, nor superimposed with print unless approved in writing by Timken.
- c. Color proofs and layouts must be submitted to Timken for approval prior to publication for commercial uses and/or covers of publications.
- d. Images of black and white originals may NOT be printed with colored ink.
- e. If an image detail is approved, the word "DETAIL" must appear in the credit line.
- f. Duplication of any images sold, licensed or rented by Timken is strictly prohibited.

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Putnam Foundation, Timken Museum of Art, San Diego

- b. The credit line is to appear exactly as provided by Timken on the invoice. It must be shown in immediate proximity to the reproduction or in the section of the publication devoted to acknowledgments. In the use of television or films, full credit must be included in the program credits, and when applicable, in the accompanying manual.

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- b. Timken may permit reproduction for commercial use of images on a case-by-case basis. Each request will be evaluated on its individual merits.
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If the image is for personal and noncommercial use (e.g., a personal website), Timken may grant permission so long as the Applicant does not advertise, have sponsors, charge a fee for services, or offer any product or service for sale, and such use otherwise constitutes a “fair use” as defined in the United States copyright laws.

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- a. Fees vary based on the commercial nature or non-profit status of the request, the type of material requested, the nature of use, the scope of distribution, and other relevant factors that Timken may apply in its sole discretion from time to time.
- b. Payment in advance may be required. Payment may not be deferred until publication date. Payments from outside the United States must be sent via wire transfer.
- c. Timken reserves the right to change any or all of its fees at any time, with or without prior notice.

d. Fee Schedule

- i. High resolution images for publications:

	<u>Academic/Nonprofit</u>	<u>Commercial</u>
Color reproductions, cover image (catalogues, books, magazines, etc)	No fee	\$500 each
Color reproductions, Interior (catalogues, books, magazines, etc.)	No fee	\$500 each
Broadcast, video, websites & DVD rights	No fee	\$500 each
Rush service (less than 5 business days)	No fee	\$100

World Language Rights Reproduction	NA	Fee plus 25%
Re Use (2 nd edition, etc.)	NA	Fee minus 25%

- ii. For high resolution images used for commercial purposes other than publications, Timken will negotiate a licensing agreement. The fee for such uses typically will be 10% of the gross revenues generated by the sale of items displaying the licensed image. Timken may, in its sole discretion, elect to receive payment in kind, in whole or in part.
- iii. New digital photography
 - 1. 2D object: \$200 each
 - 2. 3D object: \$300 each
- iv. High resolution digital file for study/non publication use: \$45 each

8. Complimentary Copies to Timken

Timken requires two (2) complimentary copies of each publication, film, video or other production in which the reproduction(s) appear(s). These must be sent within ten (10) business days following the first date of general distribution, sale or publication, to the attention of Rights & Reproductions, Timken Museum of Art, 1500 El Prado, San Diego, CA 92101, USA.

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Timken expressly reserves the right to change these Terms Governing Reproductions or Publication of Images from The Timken Museum of Art at any time, with or without prior notice. For additional information please contact the Registrar of the Timken Museum of Art.



By signing this form, I have read and agree to the terms of the Timken Museum of Art Rights Reproduction Policy. I authorize the Timken Museum of Art to charge my credit card for the total fee listed on page 1 (if applicable).

Payment Information

Name on card: _____

Type of card: Visa MasterCard American Express Discover Other: _____

Credit card number: _____

Expiration date: _____ Security code: _____

Billing address: _____

Telephone number: _____

Signature: _____

Date: _____