

IMAGE REPRODUCTION REQUEST FORM

ORDER INFORMATION

Please use this form to request a quote for digital or print reproductions of materials from the collection holdings of the Chicago History Museum.

Ordering Process

In order to serve you as efficiently and effectively as possible, we require all inquiries regarding permissions/reproductions to be submitted in writing. To ensure that we have all the information we need to provide a quote, please fill out the attached form and email (preferred), fax or mail the form to the address listed below. After receiving your request, our staff will email you a quote based on the statement of use and format requested, followed by a contract/invoice upon your acceptance of the quote. After we receive payment and a signed contract, your order will be processed. Digital files will be delivered via an FTP site and downloading instructions will be provided to you by email. Prints will be shipped via USPS and cannot be picked up at the Museum.

Pricing

The cost to obtain an image will vary depending upon your anticipated use and the file resolution or print size you require. Please refer to our fee schedule for pricing information at the website listed below. The total cost will be the sum of the use fee and the production fee.

www.chicagohistory.org/research/rightsreproductions

Turnaround Time

Due to a large volume of requests, it may take 1–2 weeks for you to receive a reply via email to your initial request. Turnaround time is approximately 2–3 weeks from receipt of payment, though additional time may be necessary depending upon the nature of the specific order and the availability of the requested images. Rush services may be available upon request (at the Museum’s discretion) for an additional fee.

Payment

Prepayment is required for all orders. You may pay by credit card (Visa, MasterCard, and American Express), money order, cash, or domestic checks. For overseas payments, bank transfer payments may be arranged for an additional surcharge. We are unable to accept international checks.

E-mail (preferred), fax or mail the completed form to:

Chicago History Museum
Rights and Reproductions Department
1601 N. Clark St.
Chicago, IL 60614
rightsrepro@chicagohistory.org
Fax: 312.266.2076

Questions?

Please e-mail:
rightsrepro@chicagohistory.org

Please note that due to the large volume of requests, Rights and Reproductions cannot accept phone calls.

STATEMENT OF USE

To the best of your ability, please provide us with information on your intended use of the requested materials by checking one or more of the boxes below and filling in the requested information. Where unknown, feel free to ask questions or provide us with additional usage information in the “additional information” section at the end of this form.

Research, education, or reference

Print or electronic publication

Nonprofit or commercial: _____

Title of article: _____

Title of publication: _____

Author name(s): _____

Publisher: _____

Print run: 1–5,000 5,001–50,000 50,001–100,000 100,001–500,000 Other: _____

Single country (provide name) or worldwide distribution: _____

Electronic edition (y/n): _____

Promotional rights (y/n): _____

List any images used on cover or exterior: _____

Any additional rights: _____

Television, film, or video

Nonprofit or commercial use: _____

Title of production: _____

Production company: _____

Distribution method: _____

Single-country (provide name) or worldwide distribution: _____

Promotional use, including web (y/n): _____

Set dressing/deep background (y/n): _____

Term requested: 1–5 years 5–10 years Other (please specify): _____

Exhibition

Nonprofit or commercial: _____

Title of exhibition: _____

Venue or location: _____

Duration of exhibition: _____

For use in exhibition catalogue (y/n): _____

If used in exhibition catalogue, please complete “print or electronic publication” section above.

Internet

Personal, nonprofit, or commercial: _____

Title of website or project: _____

URL: _____

Term requested: 1–5 years 5–10 years Other (please specify): _____

Marketing, promotional, or advertisement

Nonprofit or commercial: _____

Local/regional, single country, or worldwide: _____

Print ad, television ad, or other: _____

Duration of ad campaign: _____

Décor

Home décor

Non-residential décor

Nonprofit or commercial: _____

Public or nonpublic display: _____

Dissertation

Author: _____

Title: _____

Other

Please specify: _____

FORMAT

Permission only (digital or print images not required)

Digital Files

- 150dpi JPEG (reference quality)
- 300dpi JPEG or TIFF (editorial quality)
- 600dpi JPEG or TIFF (high-resolution)
- 1200dpi TIFF (super high-resolution)

Photographic Prints

- 8 x 10 in.
- 11 x 14 in.
- 16 x 20 in.
- 20 x 24 in.

All file resolutions are based on actual size of the object. Refer to the fee schedule for reproduction pricing based on file resolution and print size.

