



Request Form

The copyright status of photographs/visual materials is often difficult to determine, because it is affected by such things as the employment status of the photographer, the date material was created, the date material was first published, and what information accompanied the first publication. ELC (Museum) has not determined copyright status for many of the photographs/visual materials in our collection. Therefore, the Museum is acting only as an owner of the physical original. PLEASE NOTE:

- Users of materials are required to complete and return this request form.
- Once the Museum has received the completed request form, we will determine whether we can fulfill your request. If we can, we will then determine your use fees and issue a license/invoice. Please see attached fee schedule for more detailed fee information.
- Charges must be paid in full before orders will be processed.
- The Museum is not responsible for either determining the copyright status of the image(s) or for securing copyright permission.
- Possession of a Museum photograph does not constitute permission to use it.

ELC charges individual, non-profit and commercial user fees in order to support ELC Programs. Use fees will be determined from the information on the request form. When your fee has been determined, we will send you a Licensing Agreement/Invoice Please read through this Request Form, supply requested information, and return the complete Request Form to the Experience Learning Community. Request forms may be faxed (206-652-4015) or mailed: **Attention: Collections. A signed, dated Licensing Agreement/Invoice and payment must be received before orders will be processed. Send invoice and payment to:** 330 6th Ave. North Suite #100, Seattle, WA 98109

Name: _____ E-mail _____

Institution or Company: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Type of User/Purpose of Use (check all that apply within single user type)

- A. **Individual or Student, for private or educational purposes:** ☐ for private study, ☐ for school paper, ☐ for school multimedia project, ☐ thesis/dissertation
- B. **Educator, Educational Institution, small club, or Non-Profit Institution, for non-profit, educational purposes:** ☐ book, ☐ exhibit, ☐ periodical, ☐ film, ☐ poster, ☐ video tape, ☐ web site, ☐ CD ROM, or ☐ other _____
- Non-Profit Fee Eligibility:** We support the mission of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing suitable documentation such as tax-exempt certificates or letters of identification.
- Small Clubs:** Unincorporated organizations not having legal non-profit status.
- C. **Commercial Enterprise, OR for Commercial purposes:**
- Category 1:** - ☐ internal use, research, or reference only
- Category 2:** - illustration of mainly textual material, for publication or presentation – ☐ book, ☐ periodical/magazine, ☐ slide show, ☐ CD ROM, ☐ website
- Category 3:** – ☐ decorative display, or use within broadcast or sale, ☐ video tape, ☐ DVD, ☐ motion picture, ☐ television
- Category 4:** - use of image as main product illustration – ☐ calendar, ☐ book jacket, ☐ advertising
- Category 5:** - reproduction of facsimile, where image is main or sole product – ☐ poster, ☐ postcard, ☐ other _____
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Image Request

Please describe the image(s) you are looking for. Please be as specific as you can. If you are looking for an image of “Jimi Hendrix’s white Stratocaster”, a request for “Jimi Hendrix” or “Jimi Hendrix’s guitar” will not help us determine whether the specific image you are looking for exists in our collection. If you know the photographer’s name, please include it, as that will help expedite the search. Brand names (such as “Fender”), visual cues, dates of photographs, and any other contextual information will help us to determine whether we can fulfill your request. Please also avoid general requests such as “photos of guitars”, “photos of the EMP museum”, and “photos of music memorabilia”.

Describe the image(s) you are looking for. (Please be specific): _____

For Educational, Non-Profit, and Commercial uses, please complete the following:

Proposed Title _____ Publisher/Producer: _____

Publisher/Producer’s Address: _____

Tentative Publishing/Release Date: _____ Size of Print Run: _____

Describe how the image(s) will be used. If used on a website, please describe how it will be used on the website:

Web [URL](#): _____

Image Format Desired:

TIFF file (300 ppi) ☐

JPEG file ☐

300 ppi ☐ 100 ppi ☐

Method of Delivery:

E-mail ☐

(No charge)

Disc ☐

(Please note: We will add \$5 to cover shipping & handling. If rush shipping is desired, we will add \$20 to cover shipping and handling.)

Fee Schedule⁺

The following fees will be assessed for the use of photographs/visual materials from the ELC collections. When the completed request form is returned, an invoice/license will be issued for use fee charges. **The charges must be paid in full before orders will be processed. Use Fees Will Not Be Refunded.**

A. Personal Use/Student Use (does NOT include permission to post on Internet/WWW):

300 ppi: \$50.00 for each image

100 ppi: up to 5 images, \$10.00 each; more than 5 images, \$20.00 each

Type of Use/ Category of User	Category of Use	One Format (excluding Internet /WWW)	Multiple Formats (excluding Internet /WWW)	Internet /WWW as additional format*	Internet /WWW as sole format*	Print Runs over 10k	Print Runs over 40k
B. Educator, Educational Institution, small club, or Non-Profit Institution, for non- profit, educational purposes	<i>100 ppi</i>	25.00	50.00	+50.00	50.00	+50.00	+70.00
	<i>300 ppi</i>	50.00	150.00	+100.00	100.00	+100.00	+150.00
C. Commercial Enterprise, or for Commercial purposes	<i>Category 1 (100 ppi)</i>	35.00	70.00	N/A	N/A	N/A	N/A
	<i>Category 2</i>	100.00	250.00	+150.00	175.00	+150.00	+200.00
	<i>Category 3</i>	300.00	750.00	+300.00	500.00	+300.00	+350.00
	<i>Category 4</i>	500.00	1,250.00	+400.00	1,000.00	+350.00	+400.00
	<i>Category 5</i>	1,500.00 minimum	N/A	N/A	N/A	N/A	

Turn Around Time:

- NORMAL turn-around for an order is TWO WEEKS from the receipt of the completed and signed License Agreement/Invoice.
- RUSH turn-around for images is FIVE WORKING DAYS from the receipt of the completed and signed License Agreement/Invoice. **Add 50% to the Appropriate Use Fee.**

+ The ELC reserves the right to waive or modify fees or other requirements on an individual basis at the discretion of the ELC. Such waiver of fees can be made only upon approval of written application.

*Web-accessible image must be 100ppi or less.