



PHOTOGRAPHIC REPRODUCTIONS AND RIGHTS Terms of Agreement

Revenue generated from the purchase and use of the reproductions of the John Bartram Association's photographic library assists in the preservation of its collections. Reproductions are sold for personal use, public display, and reference use only and may not be copied or reproduced. For publication requests, additional access fees will apply and the Reproduction Order Form and Contract must be completed. Applicant must state the intended use of each reproduction on the contract. The Association reserves the right to refuse any reproduction request. All responsibility for possible copyright infringement, invasion of privacy, and the rights of publicity from the use of reproductions is assumed by the applicant.

The John Bartram Association retains all rights to reproduction. Permission for publication is granted for one-time, non-exclusive use and only for the expressed purpose described in the contract. Any subsequent use or change in use constitutes re-use and must be applied for in writing. A reproduction charge of \$50 per image will be pursued for all unauthorized website use.

All reproductions must be credited as follows: ©**John Bartram Association, Bartram's Garden, Philadelphia** in a caption or credit. Credits should appear in close proximity to the image or in a special section devoted to credits. Altering the original image beyond standard cropping requires written permission. These changes must be indicated in the accompanying caption. Applicant agrees to provide the John Bartram Association with one copy of the work containing the reproduction.

Thank you for your support!



PHOTOGRAPHIC REPRODUCTIONS AND RIGHTS Fee Schedule

Reference/Photocopy Fees

Upon researcher's request, photocopies will be made when format and condition for the items permit. In excess of five pages, a photocopy fee of 20 cents per image will be assessed.

Processing Fees: Non-Commercial Uses

Digital File	
300 dpi TIFF or JPEG CD-ROM included in cost	\$25 per image
Digital Print	
8 x 10 black and white or color on photo-quality paper	\$25 per image

One-time use in a Powerpoint presentation will have no use fee. A copy of the presentation must be supplied to the John Bartram Association.

Reproduction Rights and Processing Fees: Commercial Uses

Books	
Cover	\$100 each
Inside photograph	\$50 each
Additional inside photographs	\$25 each
Magazines/Newspapers	
Cover	\$150 each
Inside photograph	\$75 each
Additional inside photographs	\$25 each
Film/Video/Cable	
Local	\$50 first image, \$25 additional images
National	\$150 first image, \$50 additional images
Website, E-book, Electronic Publishing	
One-year use	\$50 first image, \$25 for additional images

Shipping and Handling

- A \$5 fee for shipping and handling is charged for every order.
- Shipping is generally by USPS. For overseas delivery, please contact us.
- For larger sizes or exhibition prints, please contact Bartram's Garden. Orders requiring RUSH service (less than 7 days) are subject to express delivery fees and a \$10 handling fee.



PHOTOGRAPHIC REPRODUCTION ORDER FORM

Materials Requested:

Description	Quantity	Cost
Shipping and Handling		
Total		

Intended Use:

Personal use, research, or display prints. These materials will not be copied, scanned or reproduced.

Reproduction or commercial use.

Author/Publisher: _____

Title: _____

Projected completion date: _____

Format: _____ Number of copies/audience: _____

*A copy of this publication must be sent to the John Bartram Association. Credit must read:
 ©John Bartram Association, Bartram's Garden, Philadelphia.*

Payment Information:

Enclosed is my check, made payable to the *John Bartram Association*.

Please charge my credit card (circle one) Visa Mastercard

Account Number: _____

Exp. Date: _____ Name on card: _____

Billing Address (if different from above): _____

Statement of Responsibility:

I certify that the information on this form is correct, that I have read the terms of agreement, and I am authorized to enter into this agreement on behalf of the above-named organization.

Signature

Date