



## Application for Permission for Reproduction Rights

### Applicant Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Object Information

*Please fill in as much information as possible*

Artist name: \_\_\_\_\_ Year: \_\_\_\_\_  
 Object title: \_\_\_\_\_ Media: \_\_\_\_\_  
 Accession #: \_\_\_\_\_ Dimensions: \_\_\_\_\_

### Details of Proposed Image Use

Publication title: \_\_\_\_\_  
 Author(s): \_\_\_\_\_  
 Publisher: \_\_\_\_\_  
 Print run: \_\_\_\_\_ Publication date: \_\_\_\_\_  
 Dimensions: \_\_\_\_\_ Number of pages: \_\_\_\_\_

*Please select all that apply*

Reproduction:	<b>black and white</b>	<b>color</b>	<b>detail</b>	<b>cover use</b>
Language:	<b>English</b>	<b>English + 1 other</b>	<b>world rights</b>	
Nature of publication:	<b>Museum/Scholarly</b>	<b>Commercial</b>	<b>Other (please describe)</b>	

### Order Details

Image format: **8 x 10" black-and-white photograph**      **8 x 10" color photograph**  
*Please select one*      **4 x 5" color transparency (available for rental only)**      **2 x 2" slide**  
**high-resolution digital file (tiff format) on CD**

Shipping method: **U.S. Domestic First-Class (\$5)**      **U.S. Global Airmail (\$11)**  
**Alternate courier (specify)** \_\_\_\_\_  
*Select one:*    **Add courier cost to my image invoice**    **Bill courier cost to my account:** \_\_\_\_\_

*All applications are subject to review and approval by the Telfair Museum of Art. Costs vary and will be determined on a case-by-case basis, subject to the particular nature of your proposed project, availability of existing photography, and delivery method. When your request has been reviewed and approved, you will be contacted with an invoice and a Reproduction Rights Contract. Advance payment is required—we accept payment by check or wire transfer. Please allow a minimum of 2 weeks for processing after receipt of payment and signed contract. Requests for 10 or more images and requests requiring new photography will require additional time for processing.*

Submit this completed form to the attention of assistant curator Beth Moore via e-mail ([mooreb@telfair.org](mailto:mooreb@telfair.org)), fax, or mail (see contact information below).