

IMAGE REQUEST FORM

Thank you for your request for photographic material from the Swope Art Museum. In order to process your request, we need to determine what kind(s) of photograph(s), reproduction rights and fees, if applicable, are involved. Image requests must be submitted at least three weeks prior to the date the material(s) are needed by, to ensure adequate processing time.

Images will not be provided to the requestor until the contract is countersigned and payment of any applicable fees is received by the Swope Art Museum.

Please fill out the following in as much detail as possible

1. Contact Information

Name: Telephone:
Title: Fax:
Business: E-mail:
Address:

2. Image(s) *Please attach a separate sheet if you need more room:

Title: Title:
Artist: Artist:
Accession #: Accession #:

1. Intended Use of Image(s):

As a Cover As an Interior For Research Purposes

2. Permission is Requested to Reproduce:

In Whole In Detail In Color In Black & White

3. Image Requirements:

High Resolution Digital File (300dpi standard); specify alternate resolution:
 Electronic Delivery Disk via Post
 Black & White Print Size Color Print Size

4. For Reproduction In:

Book / Magazine / Journal Advertising Materials (Brochures, Flyers, etc.)
 Electronic Book / Electronic Journal Promotional Materials (Poster, Calendar, Postcard, etc.)
 Television Broadcast / Film / Video Other Uses (Please Describe):
 Website / Internet
 Other Multimedia (Software, CD-ROM, etc.)

5. Publication / Project Information:

Title of Publication / Project:
Author / Director / Producer / Designer:
Publisher:
Approximate Publication / Release Date:
Print Run Quantity:
Estimated Price of Publication / Project:
Countries of Distribution:
Language(s) of Publication / Project:
Date Materials Needed By:

6. Additional Relevant Information: