

## 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 #:

**3. Permission is Requested to Reproduce:**

In Whole

In Detail

In Color

In Black & White

**4. Image Requirements:**

High Resolution Digital File (300ppi standard); specify alternate resolution: \_\_\_\_\_

Electronic Delivery  Disk via Post

Black & White Print \_\_\_\_\_ Size  Color Print \_\_\_\_\_ Size

**5. Intended Use of Image(s):**

As a Cover

As an Interior

**6. For Reproduction In:**

Book / Magazine / Journal

Advertising Materials (Brochures, Flyers, etc.)

Electronic Book / Electronic Journal

Promotional Materials (Posters, Calendars, Postcards, etc.)

Television Broadcast / Film / Video

Other Uses (Please Describe):

Website / Internet

Other Multimedia (Software, CD-ROM, etc.)

**7. 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:

**8. Additional Relevant Information:**