

High Quality Prints and Publications Permissions

All requests for documents, images, and permissions to reproduce items for publication, exhibition, commercial use, or any purpose from the Maryland State Archives and the Maryland Commission on Artistic Property must be made in writing. Permission for reproduction rights is given on a case-by-case basis at the sole discretion of the Maryland State Archives and the Maryland Commission on Artistic Property.

It is possible to order high-quality prints from Special Collections or Artistic Properties items for personal use without publication permission. For more information, contact us by phone at 410-260-6487 or by email at msa.helpdesk@maryland.gov.

IMPORTANT: The following form is split into **three sections**: Section 1 is for ordering Digital Images and Digital Photographic Prints; Section 2 is for Reproduction Use and the Terms and Conditions for Rights and Reproduction Permission Requests; and Section 3 contains the Order and Payment Information.

Ordering Digital Images and Digital Photographic Prints

To order Digital Images and Digital Photographic Prints, complete both Sections 1 **and** 3. Both sections must be completed to fulfill the order.

Section 1 includes the information for the images being requested and Section 3 includes the calculation of the entire order and the payment information. Section 1 also includes space to order 4 different images. If more than 4 images are being requested, there is additional space on the last page of this order form.

Requesting Publication and Reproduction Rights Permissions

To request Publication and Reproduction Rights from the Archives, complete both Sections 2 **and** 3. Both sections must be completed to fulfill the order.

Section 2 includes the information for the intended use being requested and the Terms and Conditions for Rights and Reproduction Permission Requests, and Section 3 includes the calculation of the entire order and the payment information.

The fees in Section 2, once paid and approved, give the requester the rights required to reproduce items from the Archives Special Collections and Artistic Properties including Prints or Digital Files of Photographs, Maps, Manuscripts, and other items from the Archives Special Collections.

Fees

Fees vary upon type of imaging, reproduction rights requested, and preferred delivery method. See each section for specific costs and complete the payment information located in Section 3.

Please Note: Image Orders will take between 2 – 4 weeks to fulfill after your payment is received. If an order is needed sooner, rush charges may apply. See below for rush fee costs.

Rush Fees

Within 3 days or less	150% of the total cost
Between 4 and 10 days	100% of the total cost

*Note: Same day service may not be possible

Payment

Acceptable forms of payment include personal or corporate check or money order (payable to the Maryland State Archives), or major credit card (MasterCard or Visa). You may order in person at the Archives, by United States Mail, or by filling out and submitting the subsequent information by secure form.

If paying by credit card with this mail-in form, please complete the shipping information and billing information. If paying by personal or corporate check or money order, just complete the shipping information.

High Quality Prints and Publications Permissions Order Form

Section 1: Digital Images and Digital Photographic Prints

(If you are ordering more than 4 images, please include page 8)

* Required

Fees by Image Type

Digital Images (Prices include transmission fees)

*Preview File at low resolution for reference purposes only	\$15.00 per image
*Digital File from original cartographic (map) material (up to 36")	\$50.00 per image
*Digital File from original records (including photographic and artistic property materials)	\$30.00 per image
*Digital File imaging projects for government agencies or private organizations	Cost available upon request

*This price is for small-scale digital imaging, such as for a few individual records and excludes large project imaging, such as for entire records series. Not all record material is available for scanning. Does not include rights and reproduction fees.

Digital Photographic Prints (Prices include shipping by U.S. Mail or UPS)

Prints produced from black & white and color, printed on standard photo paper

Up to 19" on longest edge (ex: 8" x 10", 11" x 14", or 13" x 19")	\$35.00 per image
Between 19" and 30" on longest edge	\$85.00 per image
Between 30" and 44" on longest edge	\$110.00 per image

Prints produced from black & white and color, printed on premium papers

Up to 19" on longest edge (ex: 8" x 10", 11" x 14", or 13" x 19")	\$50.00 per image
Between 19" and 30" on longest edge	\$110.00 per image
Between 30" and 44" on longest edge	\$160.00 per image

Publication and Use *

Please check **all** that apply.

Personal Use – I do not intend to publish this/these images in any format. I understand that I am bound by copyright restrictions in the use of these images.

OR

Non-Profit or Government Use

School or University project

Commercial Use

Exhibition

Other: _____

The print run will exceed 100,000 copies

Images Requested

If requesting multiple copies of the same image, please choose one Digital File Format or Print Size and one Surface per copy and notate the number of copies in the field provided (ex- Digital File Format: [2] PDF [] JPG [] TIF).

Note: If you are requesting a Digital Image, complete the 'Digital File Format' field, and if you are requesting a Digital Photographic Print, complete the 'Print Size' field.

Additional Image request sections are supplied at the end of the order form.

List any special requirements for publication or exhibition: _____

Image 1

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image 2

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image 3

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image 4

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

High Quality Prints and Publications Permissions Use Information

Section 2: Reproduction Use Information

Complete the Reproduction Type section as appropriate. If the reproduction type is not for Personal Use, you **must** read and sign the Terms and Conditions for Rights and Reproduction Permission Requests located on the next page.

Fees by Reproduction Use Type

Publication, Reproduction, and Rights Permissions

Commercial Use

Up to 100,000 copies	\$75.00 per image
Print run exceeds 100,000 copies	\$150.00 per image
Front Cover	\$150.00 per image

Non-profit Use

Up to 100,000 copies	\$25.00 per image
Print run exceeds 100,000 copies	\$50.00 per image
Front Cover	\$50.00 per image

Reproduction Type

Please complete **all** sections that apply.

Personal Use:

- I do not intend to publish this/these images in any format

- I understand that I am bound by copyright restrictions in the use of these images.

Print Publication:

Project Type: Book Journal/Magazine Exhibition Catalog
 Thesis/Dissertation Exhibit Panel Other: _____

Title/Article: _____

Author: _____ Publisher: _____

Print Run: _____ Publication Date: _____

Distribution: North America Europe Worldwide Language(s): _____

Location within Print Publication: Exterior Interior Other: _____

Moving Images:

Project Type: Television Motion Picture Documentary Video Other: _____

Title: _____

Producer: _____

Director: _____

Language(s): _____ Release/Air Date: _____

Exhibition:

Exhibition Type: Temporary Permanent Dates: _____

Exhibit Title: _____

Institution/Location: _____

Types of Use (ie. exhibition label, catalogue): _____

Digital Media:

Project Type: Website CD-ROM DVD Audio Other: _____

Title: _____

Producer/Web-Master: _____

Web Address/URL: _____

**STATE OF MARYLAND
MARYLAND STATE ARCHIVES
350 ROWE BLVD
ANNAPOLIS, MD 21401**

Terms and Conditions for Rights and Reproduction Permission Requests

Requests: All requests to reproduce images and photographs from the collections of the Maryland State Archives and the Maryland Commission on Artistic Property must be submitted on this application. The applicant agrees to abide by all terms, conditions and provisions of this agreement.

Non-profit: The Maryland State Archives and the Commission on Artistic Property are pleased to support the missions of non-profit organizations by providing fees at a reduced rate. In order to qualify for the non-profit fee schedule, those organizations must be able to prove legal not-for-profit status by providing proper documentation such as tax-exempt certificates or letters of identification.

Fees: Commercial Rights and Reproduction Use: \$75 per image up to 100,000 copies, \$150 per image exceeding 100,000 copies, or \$150 per image for Front Cover use. Non-profit/Educational/Government Use: \$25 per image up to 100,000 copies, \$50 per image exceeding 100,000 copies, or \$50 per image for Front Cover use.

Prepayment of all fees, including use fees, is required before permission is granted. If the size of the edition, language rights, medium or image location exceeds the terms specified in this application, the applicant shall immediately pay the difference in use fees.

Permissions: Permission for reproduction is limited to the applicant for a one-time nontransferable use in a single format. Any subsequent use is subject to additional fees.

Courtesy copy: One complimentary copy of any published work, including digital products, in which the image appears must be provided to the Maryland State Archives or the Maryland Commission on Artistic Property.

Image manipulation: The Maryland State Archives' primary interest is to maintain the integrity of the original image. Reproductions in any media may not be altered, cropped, bled or overprinted, and nothing may be superimposed on a reproduction, unless agreed upon in advance by the Maryland State Archives and/or the Maryland Commission on Artistic Property.

Credit Line: Credit line should indicate where appropriate Collection of the Maryland State Archives or Collection of the Maryland Commission on Artistic Property of the Maryland State Archives.

Copyright: In addition to the permission of the Maryland State Archives or the Maryland Commission on Artistic Property, additional permissions may be required. Those permissions may include, but are not limited to: Copyright: In cases of works by living artists or and/or subject to the 1976 Copyright Law or the 1991 Visual Artists Rights Act, written permission must be secured by the applicant from the artist, his/her agent, or the copyright owner and provided to the Archives before a photograph/image of the artwork will be released.

SIGNATURE REQUIRED FOR PERMISSION TO PUBLISH IN ANY FORMAT

Note: Permission for reproduction is granted only when this application is countersigned by a representative of the Maryland State Archives or the Maryland Commission on Artistic Property.

_____ (initial) I have read the above Terms and Conditions for Rights and Reproduction Permission.

By signing below, I agree to the Terms and Conditions for Rights and Reproduction Permission stated above and I agree to abide by the terms and conditions for the Maryland State Archives prints and publications included with this request.

Signature

Date

Electronic Signature

[] By typing my name in the provided signature line above and checking this box in lieu of my signature, I accept personally the conditions of this contract set forth above.

High Quality Prints and Publications Permissions Use Information

Section 3: Order and Payment Information

Fill the following sections accordingly. Include all items on the entire form (Digital Images and Digital Photographic Prints, and Rights and Reproduction Fees). Once the 'Ordering Digital Images and Digital Photographic Prints' and the 'Requesting Publication, Reproduction, and Rights Permissions' sections have been completed, as necessary, fill out the 'Final Order Total' section, with rush fees if needed, and the intended payment method.

Ordering Digital Images and Digital Photographic Prints

Digital Images

<i>Image Type</i> (Prices include transmission fees)	<i>Per Image Fee</i>	<i>Quantity</i>	<i>Total Digital Fees</i>
Preview File at low resolution for reference purposes only	\$15/image		
Digital File from original cartographic (map) material (up to 36")	\$50/image		
Digital File from original records (including photographic and artistic property materials)	\$30/image		
* Digital File imaging projects for government agencies or private companies			
<i>Sub-Total for Digital File Fees</i>			

* If cost was provided by the Maryland State Archives, write the quoted per image price in the 'Per Image Fee' field and include in the sub-total/total field. If price was not provided, please note this in the 'Per Image Fee' field and in the 'Final Order Total' portion of the order form.

Digital Photographic Prints

Standard Photo Paper

<i>Print Size</i> (Prices include transmission fees)	<i>Per Image Fee</i>	<i>Quantity</i>	<i>Total Print Fees</i>
8" x 10"	\$35/image		
11" x 14"	\$35/image		
13" x 19"	\$35/image		
Between 19" and 30" on longest edge	\$85/image		
Between 30" and 44" on longest edge	\$110/image		
<i>Sub-Total for Standard Photo Paper Prints</i>			

Premium Photo Paper

<i>Print Size</i> (Prices include transmission fees)	<i>Per Image Fee</i>	<i>Quantity</i>	<i>Total Print Fees</i>
8" x 10"	\$50/image		
11" x 14"	\$50/image		
13" x 19"	\$50/image		
Between 19" and 30" on longest edge	\$110/image		
Between 30" and 44" on longest edge	\$160/image		
<i>Sub-Total for Premium Photo Paper Prints</i>			

Requesting Publication, Reproduction, and Rights Permissions

Note: Rights and Reproduction fees do not apply to items for personal use only. Location of image in intended publication may affect use fees.

Commercial Use

<i>Use Type</i>	<i>Per Image Fee</i>	<i>Quantity</i>	<i>Total Use Fees</i>
Standard Use (Up to 100,000 copies)	\$75/image		
Print Run exceeds 100,000 copies	\$150/image		
Front Cover Use	\$150/image		
<i>Sub-Total for Commercial Use Fees</i>			

Non-profit Use

<i>Use Type</i>	<i>Per Image Fee</i>	<i>Quantity</i>	<i>Total Use Fees</i>
Standard Use (Up to 100,000 copies)	\$25/image		
Print Run exceeds 100,000 copies	\$50/image		
Front Cover Use	\$50/image		
<i>Sub-Total for Commercial Use Fees</i>			

Final Order Total

Subtotal		\$
Rush Fees	Select one: Order needed within 3 days at 150% of Subtotal Order needed within 4 to 10 days at 100% of Subtotal	\$
Total Fees for Order		\$

SHIPPING INFORMATION

Name (Print) *: _____
(first/middle/last)

Address *: _____

City/State/Zip Code *: _____

Telephone # *: _____ Email *: _____

BILLING INFORMATION (if paying by card)

Name (Print) *: _____
(first/middle/last)

Address *: _____

City/State/Zip Code *: _____

Credit Card # *: _____ Credit Card (circle one) *: Visa MasterCard

Expiration Date *: _____ CVV (3 Numbers on Back) *: _____
(MM/YY)

Requesting Additional Images for Section 1

Image

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____

Image

Number of Copies Requested *: _____
Accession Number *: _____
Artist/Author: _____
Description *: _____
Medium: _____
Surface *: Standard Premium
Digital File Format: PDF JPG TIF
AND / OR*
Print Size: 8x10 11x14 13x19 Other _____