

The Peary-MacMillan Arctic Museum

Image Use Request Policy

The Peary-MacMillan Arctic Museum will provide copies of photographs according to the guidelines below. Museum staff can only carry out limited research on behalf of patrons. Research in excess of 1 hour will be charged to the requester at a rate of \$30/hour, with a one hour minimum. Those wishing to do extensive research are encouraged to come to the museum to view the collections. Photograph collections are available by appointment only. Contact Genevieve LeMoine for more information or to make an appointment [glemoine@bowdoin.edu].

Requests for images must be submitted in writing. If possible, some identifying number (such as the museum's catalogue number) should be included in the request. Where a number is not known, as precise a description as possible of the image requested will be appreciated.

Be sure make your request well ahead of amatea5Tj ET Q -0.01094d5id45 e information or to/u1ut0172377

Research Fees

Museum staff will provide one hour of research for photo requests. Additional time will be charged at a rate of \$30/hour, with a one hour minimum.

Reproduction Fees

Black and White: (covers reproduction and shipping via US Mail within North America)

- from existing copy negative: \$25 (normally 8x10")
- from new negative: \$100

Digital, including most color reproductions (includes the cost of a CD-ROM and shipping via US Mail within North America):

- high resolution scans (300 dpi or higher TIFF) \$15/image
- low resolution (72 dpi JPG) research scans from existing file: First three, free via email, thereafter, \$5/image (email or CD-ROM).

Rush orders (less than ten working days) are charged double and will be accepted only as museum staff time permits.

Use Fees

Type of Use	Commercial	Non-Profit
Individual use/research	n/a	0
Publication (inside) or Exhibit - Black and White	\$50	\$25
Publication (cover) - Black and White	\$100	\$50
TV/Video N.Am	\$25	\$15
TV/Video World	\$50	\$25
Other media (CD-ROM, home video release, laser disc etc.), per media	\$50	\$25
Web or other electronic publication	\$25	\$15

Notes:

All fees are payable in advance, by check, Visa or Mastercard. Payment must be in US dollars.

Shipping via US Mail is included in the cost of reproduction. For courier service please provide an account number.

The Peary-MacMillan Arctic Museum reserves the right to negotiate fees for services not described on this list.