

Institute for the Study of Ancient Cultures Museum Photo Archives Publication Guidelines

Publication, distribution, exhibition, or reproduction of images (print, electronic, online, or other media) is strictly prohibited without prior written permission from the Institute for the Study of Ancient Cultures Museum. To place an image request and/or to obtain permission for publication, please complete the **Photo Request and Permission for Publication Form** (attached) and submit it to the Institute for the Study of Ancient Cultures Museum Office (<u>isac-museum@uchicago.edu</u>). Please allow **at least three (3) weeks** for the request to be fulfilled; additional time will be necessary if new photography is required.

The cost for obtaining for publication high-resolution digital images (TIFF, minimum 300 dpi) is \$75 per image file. New photography costs \$150 per object, in addition to the cost of the image file(s). Additional rates apply to obtain permission for commercial publication. A letter of permission for publication will be sent by email along with an invoice that notes options for payment. The letter of permission must be signed and returned to the Museum Office, and payment made before the image file/s is/are delivered. Files are sent using a file transfer service. There is an additional \$75 rush processing fee for any orders that must be completed in less than three (3) weeks.

We provide three levels of permission for publication:

- A. Standard Print
- B. Online (excluding E-Books)
- C. All Other Media (including E-Books, Film/Television, Exhibition)

Scholarly Publications

There is no additional charge for permission to publish. We ask that a complimentary copy of the publication be provided for inclusion in the Institute for the Study of Ancient Cultures Research Archives.

Commercial Publications

Additional fees apply for each level of permission (A, B, C), as well as for use of an image on a book cover and multi-language use and use in promotional materials. The Museum Office will provide a quote upon receipt of the request form. The permission for publication fee is in addition to image file fees, when applicable. We also ask that a complimentary copy of the publication be provided for inclusion in the Institute for the Study of Ancient Cultures Research Archives.

Terms and Conditions

- 1. The Institute for the Study of Ancient Cultures Museum grants one-time, non-exclusive permission to reproduce images. Any additional permissions will be noted on your personal Permission for Publication letter.
- 2. Whether or not the publication is copyrighted, the Institute for the Study of Ancient Cultures of the University of Chicago reserves the right to subsequent use and the right to determine all future use of the image(s) by others.
- 3. The Institute for the Study of Ancient Cultures of the University of Chicago gives no exclusive rights to any publisher and assumes no responsibility for duplication of production by others or any responsibility for claims by third parties.
- 4. The image(s) will be appropriately credited in the form: "Courtesy of the Institute for the Study of Ancient Cultures of the University of Chicago."



Institute for the Study of Ancient Cultures Museum Photo Archives Photo Request and Permission for Publication Form

To submit a request, please complete the following form and submit it to the Museum Office by email (<u>isac-museum@uchicago.edu</u>). Please allow **at least three (3) weeks** for the request to be fulfilled; additional time is necessary if new photography is required.

Requester Details:			
Name:			
Institutional Affiliation:			
Address:			
	nail:		
Publication Details:			
Author(s):			
Title of Publication:			
Publisher / Journal:			
Expected Print Run (quantity):			
Language(s):			
Use of image(s) (size, location):			
Permission for Publication (please select all that apply):			

- A. Standard Print
- B. Online (excluding E-Books)
- C. All Other Media (E-Books, Film/Television, Exhibition)

Image(s) Details: (include object registration number, image number, or publication reference; image details can be found through our online collections search at <u>isac-idb.uchicago.edu</u>; attach additional pages as necessary):

1)		 	
~			