

Oriental Institute 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 Oriental Institute 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 Oriental Institute Museum Office (oi-museum@uchicago.edu). 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 Oriental Institute 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 Oriental Institute Research Archives.

Terms and Conditions

1. The Oriental Institute 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 Oriental Institute 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 Oriental Institute 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 Oriental Institute of the University of Chicago."



1155 E. 58th St.
Chicago, IL
60637

oi.uchicago.edu

Oriental Institute 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 (oi-museum@uchicago.edu). 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: _____

Phone: _____ Email: _____

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 oi-idb.uchicago.edu; attach additional pages as necessary):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____