



PAMPLIN HISTORICAL PARK

COLLECTION IMAGES POLICIES & FEES

Production and Permission Fees

Images of objects in Pamplin Historical Park's collections can be provided for a fee. All orders for images must be prepaid either by credit card (Visa, MasterCard, Discover, American Express), or by check. Checks must be made payable to **Pamplin Historical Park**. Payments by foreign users must be made using U.S. currency in a form that will clear through U.S. banks.

Reproductions of images of objects from the collections of Pamplin Historical Park are provided under license agreement for purposes indicated in writing by the user and agreed to by the Park. Conditions governing their use are specified in a letter of official written permission for use, which is forwarded to the user pending project approval and receipt of the required usage fees. Costs associated with said images are the sum of three fees: **production, permission, and research** fees. Permission fees do not apply to reproductions made for personal use. Requests are considered on a case-by-case basis. Pamplin Historical Park reserves the right to deny any request at its discretion.

Prices listed are subject to change. Rates for uses not listed in this schedule will be quoted upon request. Pamplin Historical Park reserves the right to charge special fees as determined on a case-by-case basis.

Images for Personal Use Only

Requests for images intended for personal use must be submitted using the "Image Request Information" form. This form provides Pamplin Historical Park with information about the user's topic of research, which is sufficient to evaluate most requests for production and permission for use, and if approved, provide the user with an invoice for prepayment. To obtain an "Image Request Information" form, users should email generalmailbox@pamplinpark.org. Users may also mail their request to *Pamplin Historical Park, Attn: Collections, 6125 Boydton Plank Road, Petersburg, VA 23803*. **Official written permission for use, along with credit line information, will be forwarded to the user pending project approval and payment of any applicable fees.**

Images for Publication, Exhibition or Public Project

Requests for images intended for publication, video production, Web use, exhibition, or public project use must be submitted using the "Image Request Information" form. This form provides Pamplin Historical Park with information about the user's project, which is sufficient to evaluate most requests for production and permission for use, and if approved, provide the user with an invoice for prepayment. To obtain an "Image Request Information" form, users should email generalmailbox@pamplinpark.org. Users may also mail their request to *Pamplin Historical Park, Attn: Collections, 6125 Boydton Plank Road, Petersburg, VA 23803*. **Official written permission for use, along with credit line information, will be forwarded to the user pending project approval and payment of any applicable fees.**

Production Fees

All users are charged with an image production fee. Total production fees are affected by the nature of the original material ordered as well as the user’s desired end product. All original digital files remain the property of Pamplin Historical Park and are not available for purchase.

Unless CD media is requested (in case of the request for multiple images), delivery of digital images will be via email attachment, or, in the case of large files, via compressed zip download.

600 dpi image, TIFF file.....	\$20.00
CD Media fee.....	\$5.00

Orders requiring the shipment of CD Media will incur additional shipping fees.

First Class, U.S. Mail.....	\$10.00
FedEx Overnight.....	\$30.00

Permission Fees

In addition to the above stated fees, user requesting images for any application other than for approved personal research will be charged an image permission fee. Said fee is for one-time, one-use publication.

Publications, One-time use

Images of objects in Pamplin Historical Park’s collection are for one-time, one-use publication.

Virginia distribution.....	\$50.00
Regional distribution.....	\$125.00
National distribution.....	\$175.00
International distribution.....	\$275.00

*Pamplin Historical Park is happy to support the missions of non-profit organizations by providing a reduced rate of 30% off listed permission fees. To receive this discount, entities must be able to provide documentation of their non-profit status such as an Internal Revenue Service tax-exempt certificate or letter of exemption.

Video Productions, One-time use

Images of objects in Pamplin Historical Park’s collections are for one-time, one-use publication.

Broadcast production.....	\$200.00
Home video.....	\$200.00
Web streaming video.....	\$200.00
Cover use (multimedia packaging).....	\$450.00

*Pamplin Historical Park is happy to support the missions of non-profit organizations by providing a reduced rate of 50% off listed permission fees. To receive this discount, entities must be able to provide documentation of their non-profit status such as an Internal Revenue Service tax-exempt certificate or letter of exemption.

Research Fees

Fifteen minutes of research time is included **free of charge** in all image service requests. Additional staff research time required to locate an item will accrue a charge of **\$20 per hour**, charged in one-hour increments. We will notify users if additional research time is required to fulfill the request and the user may choose to accept the fees and proceed with the order, cancel, or postpone the request.

If the user desires to take their own photos of an item in the collection (for research purposes only), they must make an appointment with the collections manager for access. Appointments will accrue a charge of **\$25 per hour**, charged in one-hour increments.

Conditions for Use

1. Images provided for personal or research use may be copied to another medium for study purposes but may not otherwise be reproduced by the patron without the explicit written consent of Pamplin Historical Park.
2. Fees cover one-time use only and for the purpose stated in the project summary. Please note that by "use," Pamplin Historical Park means that each and every use of an individual image counts as a separate use.
3. Production, permission, and research fees are payable in advance, whether or not the image is ultimately used by user.
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6. Pamplin Historical Park reserves the right to request the removal of its images from any website.
7. To not permit others to reproduce the photographic copy or any facsimile of it.
8. In authorizing the reproduction of works in its collection, Pamplin Historical Park does not surrender its own rights to publish or grant permission for others to do so.
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10. Any exceptions or modifications to the above conditions will appear on and be part of Pamplin Historical Park's Letter of Agreement.

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