



**Virginia Historical Society**  
**The Center for Virginia History**  
**Photo Order Form**

**Contact information**

1. Name:

2. Organization/Company and title:

3. Mailing address (street, city, state, zip):

4. Email:

5. Telephone (daytime):

6. Enter your membership number to receive your discount:

7. Date image(s) needed (for rush orders only):

**Image(s) requested**

8. Please provide sufficient information to identify the image(s) requested. For photographs or museum items, please provide the title, artist, and accession number, if available. For manuscripts or library items, please provide call number, title, author, and date, if known.

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**Format**

9. Select format and size: *(Please note: new digitization fees may apply)*

q I only need to apply for permission to use images. I already have high-quality reproductions of the image(s) and do not need to order additional prints or digital files. Skip to question #10.

- Digital images:
  - 72 dpi Jpeg (\$15)      This small file size is ideal for viewing on a computer screen. This would also be sufficient for a PowerPoint presentation. Small prints can be made, but some quality may be compromised. Compare this file size to images seen on web sites.
  - 300 dpi Jpeg (\$25)      This high resolution file size is ideal for making a print. This selection serves most user's needs and is the most frequently requested file size.
  - 300 dpi Tiff (\$25)      This uncompressed high resolution file size is ideal for publication. Also consider this option if a detail of an image needs to be examined.
  
- Photographic prints:
  - 8 x 10 print (\$35)      All prints are made on 100 percent cotton rag acid-free paper with 100-year archival inks and matte finish. Images will be printed in color unless alternative treatments are specifically requested at the time of the order. Larger prints are available upon request. Please contact us for pricing.
  - 11 x 14 print (\$60)
  - 16 x 20 print (\$100)

**Use of image(s)**

10. Please select all that apply: (Use fees will be applied to each order. Rates are discounted for non-profits.)

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Exhibition                       | <input type="checkbox"/> Book       | <input type="checkbox"/> Broadcast video       |
| <input type="checkbox"/> Personal research                | <input type="checkbox"/> Periodical | <input type="checkbox"/> Decorate public space |
| <input type="checkbox"/> Personal display                 | <input type="checkbox"/> Cover      | <input type="checkbox"/> Personal blog         |
| <input type="checkbox"/> Classroom use                    | <input type="checkbox"/> E-book     | <input type="checkbox"/> Web site              |
| <input type="checkbox"/> Thesis/Dissertation/School paper | <input type="checkbox"/> CD / DVD   | <input type="checkbox"/> Other                 |

I am not ready to apply for permission to reproduce images, but I understand that permission must be acquired before images can be used.

If you selected "other," please describe the use below:

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Image(s) will be reproduced in:  Black and white  Color

Working title of publication or production:

Publisher / Producer / Sponsoring institution: (please list all applicable names and give as much information as possible)

Status of Publisher / Producer / Institution:  Non-profit  Commercial  Academic

Publication print run:  Less than 5,000  More than 5,000

Period of posting / exhibition:

URL address:

### Delivery preference

11. Select:

- YouSendIt.com (Free) This is the preferred delivery method. Digital images are uploaded to YouSendIt.com and an email is sent when the order is ready for pick-up. Images can be easily downloaded from the web site multiple times until the image expires (usually 2 weeks).
- Pick-up at VHS (Free / \$3) Orders may be picked up during regular business hours at the Museum Shop. Please alert the attendant that you are picking up a photo order. Pick-up of print orders is free. A \$3 fee will be charged for burning digital orders to a CD.
- U.S. Mail (\$15) All print or digital orders that must be shipped are sent by First Class mail unless otherwise specified. A \$15 shipping and handling fee will apply. Small prints and CDs are shipped in a rigid cardboard envelope. Large prints are rolled with acid free tissue and mailed in a shipping tube.
- Federal Express (\$30 or your account) Orders can be sent by Federal Express 2-day or overnight delivery. Please provide a Federal Express account number and a street address (no P.O. Box addresses) when placing an order. A \$30 fee will be charged to patrons wishing to receive an order by FedEx, but who do not have a FedEx account.

### Invoice preference

12. Select:

- Receive invoice by email  Receive invoice by mail  Other \_\_\_\_\_

## Special instructions

13. Please list any special instructions for your order:

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## Signature

By submitting this request, I am entering into a contractual agreement to observe restrictions involved in the publication and distribution of this/these material(s). I have read and agree to the Virginia Historical Society's Conditions of Use for Images (see below).

**I agree** Enter name here:

## Conditions of use for images

1. Images provided for personal or research use may be copied to another medium for study purposes, but may not be otherwise reproduced by the patron photographically or digitally without written permission of the Virginia Historical Society (VHS).
2. Only professionally produced images of items in the VHS collection are permitted for public presentation. VHS digital snapshots are not professionally produced and therefore are not to be used in any publication or on the internet.
3. Requests for permission to reproduce an image must be made by submitting a completed copy of the VHS [Image Order Form for Publication or Exhibition](#). Permission forms issued by other entities will not be used.
4. An image can be used only once for the purpose(s) listed in the [Image Order Form for Publication or Exhibition](#). All permissions are issued for the life of a project or program. A second use of the image in any one project or program constitutes a separate use. Additionally, each media in which the image appears constitutes a separate use, including book, periodical, dust jacket or cover, brochure, broadcast video, recorded video/DVD, streaming video, CD/DVD, E-book, or web site. Different versions produced simultaneously, such as textbooks for different jurisdictions, would count as one use. Any editions produced at a later time would constitute a separate use and must be applied for in writing.
5. The following is the basic credit line for all images unless otherwise specified:

### Virginia Historical Society

When provided, the photographer's name must be used in the credit line. We ask that you follow these guidelines:

- Printed materials: credit line should be easily accessible
- Film, broadcast or video productions: include credit within the "Sources for Illustrations" or "Credits" section of the production
- Exhibitions: credit should appear in the exhibition area, preferably directly below or adjacent to the image
- Website: credit must be placed adjacent to the image along with a link to the VHS's web site, [www.vahistorical.org](http://www.vahistorical.org)

6. The VHS must be given one complimentary copy of any published work, including book, periodical, video, DVD or CD in which the image appears. The VHS must be provided with the web site address for images posted on the internet.
7. The accompanying caption or label should indicate any and all changes or alterations that have been made to the original copy, including cropping, tinting, or detailing.
8. Only photographic prints or 300 dpi (or higher) scans will be licensed for publication use. The VHS provides 72 dpi scans for personal or web site use only.
9. Images posted on the internet will be no larger than 72 dpi and 600 x 400 pixels. The VHS reserves the right to request the removal of its images from any web site.
10. The licensee or publisher cannot give permission to others to reproduce the image or any facsimile of it.
11. The VHS reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of the copyright law. The granting of permission to publish by the VHS does not absolve users of materials from securing permission from copyright owners and payment of such additional fees as the owners may require if the VHS does not own the copyright or if the material is not in the public domain. Applicants assume all responsibility for questions of copyright and invasions of privacy that may arise in copying and in the use made of the photographic copy.
12. The VHS reserves the right to limit the number of photographic copies, photocopies or scans provided to patrons; to restrict the use or reproduction of rare or valuable materials; and to charge different fees from those published on the VHS web site. The VHS may refuse to accept an order based on condition of the item or on issues regarding ownership or donor-instituted restrictions.
13. The VHS in no way waives its right to future use of any images or the right to grant others permission to use them.
14. Any exceptions or modifications to the above conditions will appear on, and be part of, this list of Conditions of Use for Images and must be agreed to by both parties.

**Send this form to: Jamison Davis, Visual Resources Manager  
Virginia Historical Society, PO Box 7311, Richmond, VA 23221-0311, Fax: 804.342.9697**

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