

WING LUKE MUSEUM

PHOTOGRAPHIC REPRODUCTION POLICY

Photographs, originals or copies, and negatives in the Photograph Archives, which are in the property of or in the care of the Wing Luke Museum, are for research, educational and personal use only. Special written permission must be secured from the Museum for any type of reproduction or commercial use. Please use the "Photographic Reproduction Permission Request" form to submit your request.

RESTRICTIONS AND LIMITATIONS

Due to the sensitive nature of some of the photographs and concern for accurate portrayal of Asian Pacific American history and experience, the Wing Luke Museum must be assured that the proposed publication or exhibition of the photographs will result in a suitable representation.

The Wing Luke Museum gives no exclusive rights to any publisher, author or photographer and assumes no responsibility for duplication of images by others and no responsibility for claims by third parties.

CREDIT LINES

All photographs must be given a credit line which will include the subject of the photograph, the photographer, if known, and **The Wing Luke Museum** or **designated source**. The credit line must appear in full at the bottom of the photograph, or in the case of filmstrips or video, in an accompanying brochure.

FEES

Fees will include a service charge, a reproduction fee and postage charge (if mailed).

Digital Images are available. The costs entail the cost of the media and mailing and use fees.

The commercial use of photographs will incur a **service fee** of **\$35** per photograph, plus reproduction fees. Additional copies of prints from the same negative will not require an additional **service fee**.

Service fees for non-profit organizations, museums, educators and scholars will be **\$10** plus reproduction fees.

There is no **service charge** for families of the photographic subject.

Reproduction Fees per photograph:

Black & White Prints:

Size	Price
5 x 7"	\$12.50
8 x 10"	\$15
11 x 14"	\$23
16 x 20"	\$36

Copy Negative: to be charged only if the museum does not have a negative on file. The negative will become part of the museum's photograph archives. Cost: **\$13.00**

Shipping and Postage: 1-5 photographs - \$3
6 or more - \$5

Payment must be received before orders are placed.

Please allow 2 weeks for delivery.

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One week must be allowed for an order to be processed. Rush orders are not accepted. Please submit this form with pre-payment. All patrons purchasing prints for any reason other than personal use must request written permission to use photographs.

Date _____

Applicant's Name _____

Address _____

STREET

CITY, STATE

ZIP

Telephone # (____) _____ Email _____

Describe the Use of Image _____

Title and Type of Project _____

Estimated Date of Final Production _____

Size of Reproduction: _____ Digital Image Format _____

List Object ID # of Each Item:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please mail or fax this completed form to:

**Wing Luke Museum
GGLL-CHC
719 South King Street
Seattle, WA 98104**

Fax: 206 623-4559