

WING LUKE MUSEUM OF THE ASIAN PACIFIC AMERICAN EXPERIENCE

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.

FEES

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

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.

Digital images have no reproduction fee but will have an additional charge for CD and mailing.

Reproduction Fees per photograph:

Black & White Matte Prints: **8 x 10"** - **\$2.13**, **11 x 14"** - **\$4.27**, **16 x 20"** - **\$14.07 + Tax**

Shipping and Postage: 1-5 photographs - \$6, 6 or more - \$10

Payment must be received before orders are placed.

Please allow 2 weeks for delivery.

**WING LUKE MUSEUM OF THE
ASIAN PACIFIC AMERICAN EXPERIENCE**

PHOTOGRAPHIC REPRODUCTION REQUEST

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 to use photographs.

Date:

Applicant's Name, Address and Telephone No.: _____

Describe Use of Image: _____

Title and Type of Project: _____

Estimated Date of Final Production: _____

Size of Reproduction: _____ Digital Image Format: _____

Fill out order below or overleaf (list negative # and subject)

Letter of Permission for use of Photographic Image(s)

The Wing Luke Museum grants use of the **Photographic Image(s)** described below for **one time use** to the **Patron**. **The Wing Luke Museum** does not give exclusive rights to the photograph, does not claim to control copyright of the photograph or take responsibility for its use, and assumes no responsibility for duplication of images by others and no responsibility for claims by third parties. This permission may be recinded at any time for any reason. Any subcontracts the patron makes with others to reproduce the photographic image(s) invalidates this agreement. Photographic images used on the **Internet** will be presented in a resolution no greater than **75 dpi** and will credit **The Wing Luke Museum**.

Photographic Image(s) _____

The under signed agrees to comply with the above agreement to the best of their knowledge.

Patron: _____

Museum Official: _____

Date: _____