Please use this form to request a quote for digital or photographic print reproductions of CHM materials. For photocopy requests, please fill out the Remote Photocopy Request Form.

Ordering Process

In order to serve you as efficiently and effectively as possible, we require all inquiries regarding digital or photographic print reproductions to be submitted in writing. To ensure that we have all the information we need to provide a quote, please fill out the attached form and email (preferred), fax or mail the form to the address listed below. After receiving your request, our staff will email you a quote based on the statement of use and format requested, followed by a contract/invoice upon your acceptance of the quote. After we receive payment and a signed contract, your order will be processed. Digital files will be delivered via an FTP site called Hightail – downloading instructions will be provided to you by email. Prints will be shipped via USPS, and cannot be picked up at the museum.

Pricing

The cost to obtain an image will vary depending upon your anticipated use and the digital file/print size you require. Please refer to our fee schedule (available at the Research Center photocopy services desk or at www.chicagohistory.org/research/rightsreproductions) for pricing information. Pricing varies according to your intended use of the image and the digital file/print size required (note that the total cost will be the sum of the use fee and the production fee).

Turn-Around Time

Due to a large volume of requests, it may take 1-2 weeks for you to receive a reply to your initial request (via email). Turn-around time is approximately 2-3 weeks from receipt of payment, though additional time may be necessary depending upon the nature of the specific order and the availability of the requested images. Rush services may be available upon request (at the Museum’s discretion) for an additional fee.

Payment

Prepayment is required for all orders. You may pay by credit card, check or cash (Visa, MasterCard and American Express). For overseas payments, bank transfer payments may be arranged for an additional surcharge. We do not accept foreign checks.

Email (preferred), fax or mail the completed form to:
Chicago History Museum
Rights and Reproductions Department
1601 N. Clark St.
Chicago, IL 60614
rightsrepro@chicagohistory.org
Fax: 312.266.2076

Questions?
Please email:
rightsrepro@chicagohistory.org

Please note that due to the large volume of requests, Rights and Reproductions cannot accept phone calls.
IMAGE REPRODUCTION REQUEST

CONTACT INFORMATION

Name/Title: ____________________________________________________________

Company/Institution (if applicable): ______________________________________

Address: ______________________________________________________________________

City: __________________ State: ______ Zip Code: ______________

Telephone: __________________ Fax: __________________

Email*: ________________________________ (*required)

IMAGE REQUEST

Please provide a list of your requested images below, along with information to help us identify the requested material. Where known, include image ID (generally starting with the prefix ICHi, DN, SDN, or HB); location or citation information (e.g. publication or collection name, call #, box #, folder # or heading, accession number, website link); and/or brief descriptions. If you require additional space, please use the “additional information” section at the end of this form. Please attach any reference images to your email or hard copy form.

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STATEMENT OF USE

To the best of your ability, please provide us with information on your intended use of the requested images by checking one or more of the boxes below and filling in the requested information. Where unknown, feel free to ask questions or provide us with additional usage information in the “additional information” section at the end of this form.

☐ Reference/Research Use (Low-Res digital files only)
  Personal, non-profit, or commercial use? __________________________

☐ Décor
  Please specify:
  ____ Home décor
  ____ Non-residential décor
  If yes, non-profit or commercial? __________________________
  If yes, for display in a public or non-public area? __________________________

☐ Print or Electronic Publication
  Non-profit or commercial? __________________________
  Title of article (if applicable): __________________________
  Title of publication: __________________________
  Author: __________________________
  Publisher: __________________________
  Print run: 1-5,000 5,001-50,000 50,001-100,000 100,001-500,000 Other: __________________________
  Single country (please provide country name) or worldwide distribution: __________________________
  Electronic (CD-ROM, e-book, etc.) rights required (y/n)? __________________________
  If yes, please specify number of copies or digital downloads: __________________________
  Promotional rights (including web; 5-year term) required (y/n)? __________________________
  Please identify any images to be used on the cover or exterior: __________________________
  Please identify any additional requested publication rights (ancillaries, revisions, etc.): __________________________

☐ Exhibition Use
  Non-profit or commercial? __________________________
  Title of exhibition: __________________________
  Venue, location and duration of exhibition: __________________________
  For use in an exhibition catalog (y/n)?: __________________________ If yes, please fill out ‘Print Publication’ details as well.

☐ Dissertation (print runs limited to 5,000 copies)
  Title of dissertation: __________________________
  Author: __________________________
IMAGE REPRODUCTION REQUEST

☐ Television/Film/Video
   Distribution method (e.g. television, DVD, digital download, etc.): _______________________
   Non-profit (including PBS & local stations) or commercial use?: _________________________
   Single-country (please provide country name) or worldwide distribution?: _______________
   Title of production: ______________________________________________________________
   Production company: ________________________________________________________________
   Promotional use, including web (y/n)? _________________________
   Set dressing/deep background (y/n)? ______________________________________________
   Term requested: 1-5 years   5-10 years   Other (please specify): _______________________

☐ Print or Broadcast Advertisement
   Non-profit or commercial?: _________________________
   Local/regional, single-country, or worldwide?: _________________________
   Print ad, television ad, or other (please specify): _________________________
   Duration of ad campaign: _________________________

☐ Internet (72dpi digital files only)
   Personal/non-profit/commercial use?: _________________________
   Up to 5 years/More than 5 years (life of single, specific project)?: ______________
   Title of site/project: ____________________________________________________________
   URL (if known): ________________________________________________________________

☐ Other
   Please specify: __________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

FORMAT

☐ Permission only (image reproduction not needed)

Digital Files
☐ 72dpi, 8x10 in. JPEG (Low-Res screen quality)  ☐ 1200dpi, 8x10 in. TIFF (Super High-Res)
☐ 300dpi, 8x10 in. JPEG (Editorial print quality)  ☐ 8x10 in.
☐ 600dpi, 8x10 in. JPEG (High-Res)  ☐ 11x14 in.

Photographic Prints
☐ 8x10 in.  ☐ 16x20 in.
☐ 11x14 in.  ☐ 20x24 in.

***TIFF images are available upon request for 72dpi, 300dpi, and 600dpi digital files.
IMAGE REPRODUCTION REQUEST

DELIVERY METHOD

☐ Digital download (instructions to be emailed)
☐ CD (please indicate how would you like to receive the CD by checking one of the boxes below)
  ☐ Pickup at Chicago History Museum (during operating hours)
  ☐ US Postal Service (no additional charge)
  ☐ FedEx (additional charge)

Please note that all photographic prints will be mailed via USPS, and cannot be picked up at the museum.

Deadline for delivery: __________________________

*Standard turn-around time is generally 2-3 weeks from receipt of payment. Rush service may be available upon request for an additional charge at CHM’s discretion. CHM staff will do their best to accommodate rush requests but may not be able to provide rush service for every order.*

ADDITIONAL INFORMATION

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Thank you for your request! You will receive an email from rightsrepro@chicagohistory.org in approximately 1-2 weeks.