



# PHOTOGRAPH ORDER FORM AND USE AGREEMENT

Reference No.
Date Received:
Staff Initials:

Please read, supply the requested information, and return Pages 1-4 of this form – with payment – to:  
Benson Ford Research Center, The Henry Ford, 20900 Oakwood Blvd., P.O. Box 1970, Dearborn, MI 48121-1970

Name: \_\_\_\_\_

Institution or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

- Type of User/Purpose of Use (check one):**
- A. ( ) Individual or student for private or educational purposes
  - B. ( ) Print Publication
  - C. ( ) Television or Home Video/DVD
  - D. ( ) Feature Film
  - E. ( ) Exhibit
  - F. ( ) Internet/WWW
  - G. ( ) Advertising
  - H. ( ) Retail Product

**For types B-H, please complete the following:**

Proposed Title: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Publisher/Producer's Address: \_\_\_\_\_

Tentative Publishing/Release Date: \_\_\_\_\_

Tentative Print Run: \_\_\_\_\_

For web use, describe how the image(s) will be used: \_\_\_\_\_ URL: \_\_\_\_\_

**PLEASE NOTE**

The copyright status of photographs and audiovisual material is often difficult to determine, because it is affected by such things as the employment status of the photographer, the date material was created, the date material was first published, and what information accompanied the first publication. The Henry Ford has not determined copyright status for many of the photographs and audiovisual materials in our collection. In many instances, The Henry Ford is acting only as an owner of the physical original:

- The Henry Ford is not responsible for either determining the copyright status of the image(s) or for securing copyright permission.
- Possession of a photograph from The Henry Ford does not constitute permission to use it.
- Users of materials are required to complete and return this permission form.

The Henry Ford charges individual, non-profit and commercial users fees in order to support the maintenance of the collections. Use fees will be determined from the information on the permission form.

**TURN AROUND**

- **NORMAL** turn around for an order of up to twenty images for which no new studio photography is required is **ONE TO TWO WEEKS** from the receipt of the completed and signed permission form.
- **FIVE WORKING DAY** turn around is available for orders of up to ten images for which no new studio photography is required. **Add 50% to the appropriate use fee.**
- **TWO WORKING DAY** turn around is available for orders of up to five images for which no new studio photography is required. **Add 100% to the appropriate use fee.**



PHOTOGRAPH ORDER FORM AND USE AGREEMENT

FEES FOR REPRODUCTION AND USE as of July 2015

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Fees include reproduction, unless New Photography is required. All fees are per image for one-time use in one project unless stipulated otherwise. All images will be delivered in a digital format. We no longer provide photographic prints. Digital Files size/resolution determined according to use - see page 5.

A. Individual or Student for private or educational purposes

- ( ) Personal Use, Private Study, or Educational Presentation: \$15.00 ( ) School Paper; ( ) School Multimedia Project: \$15.00 ( ) Wall Decoration - Home or Private Office; \$30.00 ( ) Personal, Non-Commercial Website: \$30.00 ( ) Other (please specify):

B. Print Publication

Table with 5 columns: Print run under 1,000, Print run under 5,000, Print run under 50,000, Print run over 50,000. Rows include Book, Periodical, CD-ROM, Media Bundle, Cover, etc.

C. Television or Home Video/DVD

Table with 4 columns: Non-Profit/Educational/Local, Commercial, North American distribution, Commercial, Worldwide distribution. Rows include Television Broadcast, Home Video or DVD, Media Bundle.

D. Feature Film

- ( ) Commercial, Worldwide distribution: \$360.00 ( ) Media Bundle - includes Film, Home Video/DVD, Internet and Promotional Use: \$720.00

E. Exhibit

Table with 4 columns: Temporary Exhibit (12 months or less), Traveling Exhibit, Permanent Exhibit. Rows include Exhibit (Non-Profit/Educational), Exhibit (Commercial), Wall Decoration - Business.

F. Internet/WWW

- ( ) Website (Non-Profit/Educational): \$60.00 ( ) Website (Commercial): \$120.00 ( ) E-Book: \$60.00 + book fee ( ) Mobile App: \$120.00

G. Advertising

- ( ) Television Advertising: \$600.00 ( ) Internet Advertising: \$600.00 ( ) Television + Internet Advertising Bundle: \$720.00 ( ) Print Advertising: \$600.00 ( ) Sales Catalog - Cover: \$600.00 ( ) Sales Catalog - Interior: \$300.00

H. Retail Product

- ( ) Retail Product or Product Package: \$600.00

NEW PHOTOGRAPHY FEES: Three-dimensional, fragile, or oversized objects: \$125.00 first item; \$50.00 each additional, similar item. Additional Conservation fees, determined on a case-by-case basis, may apply.

RESEARCH CHARGE: If no image ID numbers are provided: \$35/hour (individual); \$45/hour (commercial); \$65/hour (rush)



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TERMS AND CONDITIONS

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**PLEASE NOTE: Permission requests must be submitted on this form. No other permission or licensing forms will be accepted nor may the wording of this form be altered in any way.**

- Rights:** Because we are an historical, educational, scientific, and cultural institution, some Content contains trademarks, illustrations, recognizable faces, and other elements that may raise issues other than copyright. The Henry Ford does not claim exclusive ownership of the rights to all the material in our collections. Copyright and other proprietary rights in material in our collections may be held by individuals or entities other than or in addition to The Henry Ford. It is your responsibility to ensure that your use of Content is lawful and in accordance with those other rights.
- Use:** Permission is for one-time use for the life of the work, but only for the purpose stated in this document. **This permission is nonexclusive, and nontransferable.** The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation. This includes all current and future forms of media.
- Use fees:** The Henry Ford charges use fees to support the preservation and maintenance of our collections. Use fees must be paid in full *when the order is submitted*.
- Credit Line:** The credit line must read "**From the collections of The Henry Ford.**" For web site use the statement must read "**From the collections of The Henry Ford, copy and reuse restrictions apply**" and must be placed near the image and linked to our web use policy at <http://www.TheHenryFord.org/copyright.aspx>. If an image ID number and/or photographer name exists for an image, this information must also appear on the credit line, unless a specific waiver is received from the Head of Access Services.
- Indemnification:** The user agrees to defend, indemnify, save, and hold harmless The Henry Ford, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said negatives, prints, photographs, and audio-visual materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.
- Image Manipulation:** The Henry Ford's primary interest is to protect the integrity of the original. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement (e.g., "Detail from...") must be added describing any changes. Any other manipulation of the materials must be approved by the Head of Access Services.
- Endorsement:** Use of materials from The Henry Ford does not imply that The Henry Ford endorses any product, enterprise, opinions, or confirms the accuracy of any content on the site, in publication, and broadcast.
- Web Site Use:** Images may be distributed via the World-Wide Web, as part of a single online display, exhibit, site, or online collection. Any additional or different use of the image(s) will require renegotiation. **Resolution:** The Henry Ford normally will not allow an image higher than 1200 x 1200 pixels to be placed on a web site. Arrangements for higher resolution must be made with the Head of Access Services.
- Museum Copy:** One copy of the published work, including motion pictures and videotapes, in which the photographic copy appears, will be donated to The Henry Ford for its collections.
- Noncompliance:** The Henry Ford reserves the right to refuse to grant permission and/or provide photo reproduction and audio-visual services.

**I understand that I am responsible for conforming with the laws of libel, publicity rights, and copyright which may be involved in the use of these materials.**

**I have read, accept, and agree to abide by the conditions listed above for the one time use and specific purpose(s) stated in this document.**

Requested by (Signature):

Date:

Name (Please Print):

Title or Position, if applicable:

Approved by (The Henry Ford rep):

Date:

Title (The Henry Ford rep):



**PHOTOGRAPH ORDER FORM  
AND USE AGREEMENT**

**INVOICE**

Invoice No.
Date Received:
Staff Initials:

Benson Ford Research Center  
The Henry Ford  
20900 Oakwood Blvd.  
P.O. Box 1970  
Dearborn, MI 48121-1970  
P: 313.982.6100 ext. 2517  
F: 313.982.6244

THIS IS THE ONLY FORMAL INVOICE YOU WILL RECEIVE

**Payment must be included with this invoice before processing will begin.**  
Please itemize each image. Include the item number and a brief description of each image.  
Refer to the Fee Schedule included in this agreement. **Use fees will not be refunded.**

**Name:**

**Used For:**

	Photo ID (or Object ID)	Digital Image ID	Title/Caption/Description	Location (Accession, Box, etc.)	Fees
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*More than 10 images – continue on Addendum*

<b>Type of Reproduction</b>
( ) Permission Only                      ( ) Digital File
Delivery: ( ) CD-ROM or ( ) e-mail (JPEG format only)
<i>Digital Files size/resolution determined according to use – see page 5.</i>
<b>Special Instructions:</b> _____

Subtotal	
Research Charge	
New Photography Fee	
10% Member Discount	
Rush Fee	
6% MI Sales Tax	\$0.00
Shipping Charges *	
<b>Total</b>	

<b>Method of Payment</b>
( ) Cash (in-person orders only)
( ) Check or Money Order payable to "The Henry Ford" <i>Must be payable in US dollars drawn on a US bank.</i> Payment Company Name (if different from yours): _____
( ) Credit Card (Mastercard, Visa, Discover, or American Express)
Name on Card: _____
Billing Address: _____
Credit Card #: _____
Expiration Date: _____

\* No additional shipping charge for items sent First Class Mail in U.S. and Canada. Other shipping destinations and services available, charges vary by destination, service, and size of order. Please ask.

**Or, provide your shipping account #:**

The Henry Ford Federal ID # 381359513-N



**PHOTOGRAPH ORDER FORM  
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**ADDENDUM**

Invoice No.
Date Received:
Staff Initials:

**Name:**

**Used For:**

	Photo ID (or Object ID)	Digital Image ID	Title/Caption/Description	Location (Accession, Box, etc.)	Fees
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

<b>Type of Reproduction</b>
<input type="checkbox"/> Permission Only <input type="checkbox"/> Digital File Delivery: <input type="checkbox"/> CD-ROM or <input type="checkbox"/> e-mail (JPEG format only) <i>Digital Files size/resolution determined according to use – see page 5.</i> <b>Special Instructions:</b> _____

Subtotal	
Research Charge	
New Photography Fees	
10% Member Discount	
Rush Fee	
6% MI Sales Tax	\$0.00
Shipping Charges*	
<b>Total</b>	



# PHOTOGRAPH ORDER FORM AND USE AGREEMENT

## DIGITAL IMAGE STANDARDS

Reference No.
Date Received:
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### Image Size/Resolution

The size and resolution of the digital image is determined according to use.

#### Digital images are 1200 pixels across the longest dimension:

(For example, if the item is 10 inches across the longest dimension, the scan will be 120 DPI. Smaller items will have higher DPI. Larger items will have lower DPI.)

- Personal Use, Private Study, or Educational Presentation
- School Paper or School Multimedia Project
- Website, E-Book, Mobile App, or Internet Advertising

#### Digital images are 4200 pixels across the longest dimension:

(For example, if the item is 7 inches across the longest dimension, the scan will be 600 DPI. Smaller items will have higher DPI. Larger items will have lower DPI.)

- Exhibit
- Feature Film
- Print Publication
- Print or Television Advertising
- Retail Product or Product Package
- Television Broadcast, Home Video or DVD
- Wall Decoration

### Standard View

The front of the item is presented on a black background with no cropping.

Example:

