

Image Request Form

Request Date: _____
 Name: _____
 Organization/ Affiliation: _____
 Address: _____
 City/ State/ Zip: _____
 Phone: _____
 E-mail: _____

Requestor's status: Non-profit For profit company
 Private Individual Other: _____

Image(s) requested (attach additional pages if necessary):

Artist: _____	Title: _____	Object Number: _____
Artist: _____	Title: _____	Object Number: _____
Artist: _____	Title: _____	Object Number: _____
Artist: _____	Title: _____	Object Number: _____
Artist: _____	Title: _____	Object Number: _____
Artist: _____	Title: _____	Object Number: _____

Format requested (check all that apply):

- Digital file* with publication go-by print (high resolution tiff file)
- Digital file* for research, study, and web purposes (low resolution jpeg file)

*Digital specification: Files at the standard resolution of 72 dpi will be provided for web and other electronic uses, and 300 dpi @ 100% final size will be provided for print use. JPEGs are provided for electronic use and TIFFs for print use. Images may be not be enlarged.

Size: Web use (pixel x pixel) _____
 Other electronic use (pixel x pixel) _____
 Print use (inch x inch) _____

How will be the image(s) be reproduced? color black and white

Percentage of publication represented by SMA images: _____

For Print and Electronic:

Language: English All languages Other: _____
 Distribution: North America Worldwide Other: _____

Study or reference (no reproduction prior to permission)

Description of Project: _____

Reproduction in a print publication

Description of Project: _____

Type of publication: Exhibition catalogue Textbook
 Journal/Magazine Dissertation/Thesis
 Monograph Other: _____

Image placement: Inside Cover

Title of book/magazine: _____

Author/editor: _____

Publisher: _____

Projected date of publication: _____

Press Run: _____

Reproduction in electronic media or TV/film/video

Description of project: _____

Type of publication: Television PowerPoint DVD
 CD-ROM Web site Other: _____

Title of production: _____

Producer: _____

Projected date of broadcast/release: _____

URL and dates displayed: _____

Copies distributed: _____

Printing/Production: 1st edition/Broadcast (5 years) Reprint/Re-broadcast
 Revised Edition/Revised Production

Additional Information: _____

Deadline: _____

Conditions of Reproduction

The conditions under which an image from the collection of the Stark Museum of Art may be reproduced are:

1. Each image must be reproduced in its entirety unless approved by the Stark Museum of Art. If a detail is approved, the word DETAIL must appear in the credit line and the full image must be reproduced elsewhere in the publication.
2. The reproduction must not be cropped, bled off the page, or have anything superimposed on the image. The museum may request color proofs to ensure it is a faithful and accurate reproduction of the original work of art.
3. Images appearing on a dust jacket, book cover, calendar or published as an individual reproduction must have prior approval.
4. The full credit line supplied by the Stark Museum of Art must appear with the image in printed materials, and at the end-credits on film/video or TV production. Full documentation consists of the artist's name, title of the work of art, date (if given), medium, dimensions and SMA catalogue number. The credit line, Stark Museum of Art, Orange, Texas, must be displayed with the image.
5. Permission to reproduce the image must not be transferred to a third party nor must any photographic materials, its derivatives or digital files be transferred to any other user. 6. A complimentary copy of the publication or project in which the museum's image appears must be sent to Museum Services at the Stark Museum of Art.

Copyright Restrictions

Artists or designated assignors may retain copyright to works of art in the Stark Museum of Art collection, and their rights are protected under U.S. copyright laws. Any or all royalty payments or other requirements specified by the copyright owner are the responsibility of the applicant. The SMA grants permission only for the use of color transparencies, b/w prints and digital files obtained from the Stark Museum of Art.

Please mail, fax or email completed request to:

Rights and Reproductions
Stark Museum of Art
712 Green Avenue
Orange, Texas 77630
Fax: 409-883-6361
Email: images@starkmuseum.org

Allow 2-4 weeks for processing. Upon receipt and approval of application, a usage form and invoice will be sent to you for your signature. Please return it with payment. **Prepayment is required.** Image(s) will then be sent to you. Large and complex orders and/or order for which new photography is required will take longer and require additional fees.