

PERMISSION FOR REPRODUCTION

To request permission for image reproduction, complete the **Letter of Agreement for Reproduction**. The agreement must be completed and signed by the person requesting the image for reproduction. The person signing the agreement is responsible for ensuring that the actual use conforms to the **Conditions for Reproduction**. The conditions are included with the Letter of Agreement for Reproduction. The Letter of Agreement for Reproduction acts as the contract and invoice. Please return the completed form with payment. The Museum representative will countersign the form. The form will be returned, signifying that use as stated on the form has been granted.

Complete Letter of Agreement for Reproduction form and mail the form with payment to:

City of Las Vegas Museum and Rough Rider Memorial Collection
P.O. Box 160
Las Vegas, NM 87701

REPRODUCTION/PUBLICATION FEES

Book Edition	Per image	
under 3,000 item run		5.00
3,000-10,000		15.00
10,000-15,000		30.00
15,000-25,000		50.00
Over 25,000		75.00
Periodical: Circulation		
Under 50,000		10.00
50,000-100,000		25.00
Over 100,000		50.00
Special Use		
Filmstrip, microfilm, microfiche		5.00
Motion picture, television, video, DVD		60.00
Exhibition		25.00
Postcards, calendars, posters, menu, note paper, advertising clothing, etc for mass production		75.00
Thesis, Dissertation		5.00
Internet/Web site		50.00

Note:

Payment must accompany order form. Institutions and businesses may be billed. Please include Federal or State tax-exempt identification number.

CONDITIONS FOR REPRODUCTION

Written permission to reproduce/publish images must be secured from the City of Las Vegas Museum and Rough Rider Memorial Collection City of Las Vegas. Permission is granted for one-time, one edition use only.

As property of the City of Las Vegas, all rights, including those of further reproduction or/and publication, are reserved in full by the City of Las Vegas Museum and Rough Rider Memorial Collection.

Photographic reproduction should be as faithful and accurate to the original image as possible. Permission to crop, overprint, bleed, modify color or quality, etc. should be made in writing, detailing the proposed alteration.

The image shall be accompanied by a credit line. Unless otherwise specified, the credit line shall read: **Photographer (if known), Courtesy City of Las Vegas Museum and Rough Rider Memorial Collection, followed by photo id number.**

Publishers shall furnish the City of Las Vegas Museum without charge one copy of each publication in which a reproduction is used.

Payment must be made in US dollars. Checks should be made payable to City of Las Vegas Museum.

The City of Las Vegas Museum grants no exclusive rights to any publisher, author or photographer and assumes no responsibility for duplication of subjects by others and responsibilities for claims by third parties.

LETTER OF AGREEMENT FOR REPRODUCTION

Applicant

Organization/Company

Address

Telephone

Description of proposed publication:

Author/editor

Title

Publisher/Sponsor

Address

Publication date

Nature of Project: Book (No. of editions) Thesis/Dissertation Film,
Video Television Periodical Advertisement Exhibition Website Other

Statement of Responsibility: I certify that the information on this form is correct and I accept the conditions for reproduction, as stated in the attached I am authorized to enter into this agreement on behalf of the organization named above.

Name (please print)

Signature

Date

Payment (according to fee schedule)

The City of Las Vegas Museum acknowledges payment and grants permission to use.

Museum representative

Signature

Date

Images:

City of Las Vegas Museum and Rough Rider Memorial Collection
727 Grand Ave., Las Vegas, NM 87701 505.454.1401 x 283

ORDERING A PHOTO REPRODUCTION

Complete order form, identifying photo identification number, if known. Mail the form with payment to:

City of Las Vegas Museum and Rough Rider Memorial Collection
P.O. Box 160
Las Vegas, NM 87701

PHOTO SERVICE FEES

Digital Scans		
300 dpi grayscale, cmyk or b/w		10.00
TFF format saved to CD		
Black and white prints		
To 5 x 7		15.00
8 x 10		20.00
Color Prints		
To 5 x 7		25.00
8 x 10		30.00
Postage and handling		
Standard USPS delivery		5.00
Foreign address	According to costs incurred	
FedEx standard		18.00

Note:

Payment must accompany order form. Institutions and businesses may be billed.

PHOTO SERVICE ORDER FORM

Name

Date

Mailing Address

Telephone

Neg #	Description or Title	Finished product (see photo service schedule)	Size	Price
			Product subtotal	
			Postage	
		Total Charge		

Please make checks payable to City of Las Vegas Museum. Allow 1-3 weeks for order to be processed.

Photo Service Fee does not imply permission for use in publication.

Order #	
Permission Form?	
Date Received	Date completed