



## ***Rights and Reproductions Policy***

### **Introduction**

The National Cowgirl Museum and Hall of Fame provides images of and reproductive rights to artifacts and photographs in the Museum's permanent collection. Requests include personal use, research, publications and non-printed media use (videos, CD-ROMs, websites, etc.).

### **Copyright Restrictions**

Copyright restrictions on many photographs prohibit their being made available without prior written permission from the copyright holder.

The National Cowgirl Museum and Hall of Fame will make every effort to inform applicants of copyrights and other restrictions that may apply to the photographs being reproduced. However, it cannot warrant that all photographic materials furnished may be freely reproduced in the absence of such notification. Institutions or individuals may claim ownership and control of copyright or reproduction rights of certain photographs.

It is the responsibility of those intending to publish photographic materials furnished by the National Cowgirl Museum and Hall of Fame to ascertain what claims there may be and to assume the responsibility of compliance with pertinent copyright restrictions.

### **Payment and Fees**

Payment is required upon receipt of invoice. All payments must be in U.S. dollars written on a U.S. bank. Photographic materials will be sent upon receipt of payment. The National Cowgirl Museum and Hall of Fame will accept the following methods of payment:

- Money Order
- Personal or business check in U.S. dollars written on a U.S. bank (please make checks payable to National Cowgirl Museum and Hall of Fame)
- American Express, VISA, MasterCard or Discover (send the name on the card, the account number and the expiration date)

Fee Schedule is attached.



## Reproduction of Imagery

The National Cowgirl Museum and Hall of Fame can provide black-and-white prints and digital images for reproduction in a publication, film, or other project. In addition to identifying the image(s) clearly, please note as much information about your publication or project as possible, including, when applicable:

- Title
- Author or editor
- Publisher or producer
- Projected date of publication or broadcast
- Press run size or number of broadcasts
- Whether you wish to reproduce the image on the cover of the project
- Distribution requested (North America, worldwide, or other)
- Edition/ production

## Conditions Governing Reproduction of Objects and Photographs in the Collection of the National Cowgirl Museum and Hall of Fame

- Permission is granted for one-time use only. Any subsequent use of photographic materials must be requested in writing from the National Cowgirl Museum and Hall of Fame. Subsequent use includes new editions or revisions.
- Each reproduction shall bear the following credit line plus any additional credit information stated on the label attached to the photographic material being reproduced: **National Cowgirl Museum and Hall of Fame, Fort Worth, Texas**
- The publisher must provide the Museum with two complete, gratis copies of the publication in which the reproduction appears within one month of publication. Send to the attention of the Curator.
- In the case of color reproductions, one color proof must be submitted to and approved by the National Cowgirl Museum and Hall of Fame before printing can proceed. Tear sheets will not be accepted in lieu of color proofs.
- Permission to reproduce and the fees payable cover only the specific use detailed in a contract. Any new edition, version, or additional use of any kind must be preceded by a new application and is not covered by the original permission to reproduce and fees.
- Reproduction of a color image previously obtained by the National Cowgirl Museum and Hall of Fame is permitted only when appropriate proof of that color image was supplied by the Museum is provided. As noted above, color proofs must be submitted for approval. When applicable, instructions for color correction will be provided. If proper correction cannot be obtained, rental of new color materials will be required to make a new reproduction.
- Each artifact and/or photograph must be reproduced in full. Requests to crop, bleed, silhouette, overprint, or alter an image in any way must be received in writing with a layout of proposed alteration prior to publication. Otherwise, the reproduction must be made in full-tone black and white or full color unless approved in advance by the Museum. If approved, detail reproductions must be identified as such in the credit line.



- Photographic materials shall not be used to show or imply that the National Cowgirl Museum and Hall of Fame endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with the said materials.
- Permission to reproduce depends on full payment of assigned fees. Failure to pay the required fees means that permission has not been granted. Foreign payments must be made in U.S. dollars, drawn on a U.S. bank or International Money Order.
- The National Cowgirl Museum and Hall of Fame will make every effort to inform applicants of copyrights and other restrictions that may apply to the photographs being reproduced. However, it cannot warrant that all photographic materials furnished may be freely reproduced in the absence of such notification. Institutions or individuals may claim ownership and control of copyright or reproduction rights of certain photographs. It is the responsibility of those intending to publish photographic materials furnished by the National Cowgirl Museum and Hall of Fame to ascertain what claims there may be and to assume the responsibility of compliance with pertinent copyright restrictions.

**Please note these instructions and restrictions when requesting rights for reproduction:**

- All requests should be in writing, clearly identifying the artifact(s) and/or photograph(s) requested.
- Please include your address, phone number and fax number in your request.
- Please see *Reproduction of Imagery* section for additional information, which must be included in your written request.
- Requests must be for specific items.
- When possible, attach a photocopy of the item(s). Please note the credit lines, title, author, and date of the publication.
- Please send requests by fax to (817)335-2470 or mail to 1720 Gendy Street, Fort Worth, TX 76107, Attention: Rights and Reproductions.
  
- You will receive a form, which serves as an application, and our list of conditions for reproduction of imagery.
- The form is to be signed by the person requesting the image(s) for reproduction and the person responsible for ensuring that the reproduction conforms to the Museum's conditions.
- Return the form with your payment and allow 4-6 weeks (from the day we receive the signed form and payment) for your request to be processed.
- Requests will not be considered unless four weeks notice (from our receipt of request) is given.



Please address any inquiries or requests to:

National Cowgirl Museum and Hall of Fame  
Curator  
Rights and Reproductions  
1720 Gendy Street  
Fort Worth, Texas 76107  
(817)336-4475  
(817)336-2470 *fax*



## Photographic Reproduction Fee Schedule

### DIGITAL FILES

Type of Digital File	Regular Service (Up to 10 days)	Rush Service (2 business days)
High-resolution scan on CD	\$50.00	\$150.00
Low-resolution scan by email	\$30.00	\$120.00

### OTHER PHOTOGRAPHY FEES

New photography required	Quoted upon request
Special photography fees (special cropping, sepia tone, etc.)	Quoted upon request

Other fees may apply. Please contact for further information.

### USAGE FEES

Reproduction fees are charged for commercial use of photographs.

**Fee per photograph for use inside books, journals, magazines, non-broadcast video or film, posters, postcards, or similar commercial use:**

1 to 3,000 copies	\$50.00
3,001 to 5,000 copies	\$75.00
5,001 to 10,000 copies	\$100.00
10,001 to 25,000 copies	\$150.00
25,001 to 50,001 copies	\$200.00
Over 50,000 copies	Quoted upon request

**Special use fees (per photograph):**



In home display	\$30.00
Temporary display use	\$100.00
Book jacket use by commercial publisher	Quoted upon request
Commercial motion picture or television use	Quoted upon request
Advertising use	Quoted upon request
Electronic use	Quoted upon request
Web Site use	Quoted upon request

**SERVICE FEE** on all orders \$15.00

**POSTAGE\***

USA and Canada \$15.00

All other countries \$30.00

\*All materials are sent via Federal Express. You may waive any shipping charges by using your own Federal Express or UPS number.

Permission for resale of National Cowgirl Museum and Hall of Fame photographs is not a part of this agreement and requires separate permission.

Any adjustment of fees for uses not covered above is subject to the approval of the Executive Director of the National Cowgirl Museum and Hall of Fame.

We reserve the right to waive fees for reproductions of photographs for nonprofit organizations or university presses engaging in noncommercial publication, for reproductions of photographs for use in dissertations or theses, or for reproductions of photographs for use in newspaper or magazine articles, newscasts or noncommercial documentaries that benefit the Museum.

Fees are subject to change at any time.

Please address all inquires and requests to:

National Cowgirl Museum and Hall of Fame  
Curator  
Rights and Reproductions  
1720 Gendy Street  
Fort Worth, Texas 76107  
(817)336-4475, ext. 8989  
(817)336-2470 *fax*



## Application for Photographic Materials and Reproductive Rights

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

Organization: \_\_\_\_\_

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

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

Country: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Reproduction Purpose: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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**Proposed Use** (*check all that apply*):

Commercial \_\_\_\_\_ Non-Profit \_\_\_\_\_ Personal \_\_\_\_\_

**Print Publication:**

Within Publication \_\_\_\_\_ Cover/Jacket \_\_\_\_\_ Poster/Brochure/Flyer \_\_\_\_\_

Magazine/Journal/Newsletter \_\_\_\_\_ Set Dressing \_\_\_\_\_ Exhibition display \_\_\_\_\_

**Electronic Publication:**

Film/Video \_\_\_\_\_ CD ROM \_\_\_\_\_ Web Site \_\_\_\_\_

National Broadcast \_\_\_\_\_ Public Television Broadcast \_\_\_\_\_ Home Video \_\_\_\_\_

World Broadcast \_\_\_\_\_ Promotional/Merchandising \_\_\_\_\_

**Other** (*please describe*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Artifact or Photograph Requested: \_\_\_\_\_

Maker/Photographer: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: \_\_\_\_\_

**Image Type:**

Black and White Print \_\_\_\_\_ Color Image \_\_\_\_\_ Digital Image \_\_\_\_\_

Please indicate size for photographic print:

4 x 5 in. \_\_\_\_\_ 5 x 7 in. \_\_\_\_\_ 8 x 10 in. \_\_\_\_\_ 11 x 14 in. \_\_\_\_\_

Other: \_\_\_\_\_

Please indicate type of digital image:

High-resolution scan on CD \_\_\_\_\_ Low resolution scan by email \_\_\_\_\_

DPI \_\_\_\_\_ Size \_\_\_\_\_

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Permission for reproductive rights is given on a case-by-case basis at the sole discretion of the National Cowgirl Museum and Hall of Fame. The Museum reserves the right to refuse any requests and to impose such conditions as it may deem advisable in the best interest of the Museum. A usage fee may be involved depending on the type and nature of the proposed use.

Please complete and return to:

National Cowgirl Museum and Hall of Fame  
Rights and Reproductions  
ATTN: Curator  
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Fort Worth, Texas 76107  
(817)336-4475  
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**NOTE: REQUESTS TO WAIVE ANY OF THE ABOVE CONCERNS MUST BE MADE AT THE TIME THIS FORM IS SUBMITTED.**

**DECLARATION: I have read and understand the conditions set forth by the National Cowgirl Museum and Hall of Fame, and as a representative of the organization listed, I agree to adhere to these conditions.**

\_\_\_\_\_  
Applicant's Signature/Date

\_\_\_\_\_  
Museum Approval

\_\_\_\_\_  
Applicant's Name/Title (*Please print or type*)

\_\_\_\_\_  
Date Approved