



## ***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, 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 the 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:

- 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, security code, and the expiration date)

*Fee Schedule is attached*

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

- All requests must be submitted using the attached **Application for Photographic Materials and Usage Rights** form. Please complete this form as thoroughly as possible. Any missing information may delay your request.
- Requests must be for specific items. If you need assistance with selection, please contact the Museum.
- When possible, attach a photocopy of the item(s) you are requesting. Please note the credit lines, title, author, and date of the publication.
- The signature page titled **Conditions Governing Reproduction of Objects and Photographs in the Collection of the National Cowgirl Museum and Hall of Fame** must 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. The signature page must be submitted with your request.
- After your request has been submitted to the Museum and acknowledged, please allow up to one week for your request to be approved/denied and an invoice to be issued.
- Return the invoice with your payment to complete your order. Requests will be fulfilled as quickly as possible. If new photography is required, please allow up to 4-6 weeks (from the day payment is received) for your request to be processed.

Please address any inquiries or requests to:

National Cowgirl Museum and Hall of Fame  
Bethany Dodson, Research & Education Director  
1720 Gendy Street  
Fort Worth, Texas 76107  
(817) 509-8665  
bdodson@cowgirl.net

## Photographic Reproduction Fee Schedule

Fees are subject to change at any time. Any adjustment of fees for uses not covered below is subject to the approval of the Executive Director of the National Cowgirl Museum and Hall of Fame.

### MATERIAL FEES

| Photographic Prints |         |
|---------------------|---------|
| 4" x 5"             | \$20.00 |
| 5" x 7"             | \$25.00 |
| 8" x 10"            | \$30.00 |
| 11" x 14"           | \$40.00 |
| 16" x 20"           | \$50.00 |

*Shipping and handling fees will be charged at cost.*

| Digital Files |         |
|---------------|---------|
| JPEG or TIFF  | \$25.00 |

### OTHER PHOTOGRAPHY FEES

|   |                     |
|---|---------------------|
| New photography required                                      | \$150.00            |
| Special photography fees (special cropping, sepia tone, etc.) | Quoted upon request |

### USAGE FEES

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

|                         | INTERIOR | COVER    |
|-------------------------|----------|----------|
| Under 1,000 copies      | \$50.00  | \$75.00  |
| 1,001 to 10,000 copies  | \$100.00 | \$150.00 |
| 10,001 to 50,000 copies | \$200.00 | \$300.00 |
| Over 50,000 copies      | \$300.00 | \$450.00 |

### Special use fees (per photograph):

|                        |                     |
|------------------------|---------------------|
| Temporary Display Use  | \$100.00            |
| Video/Film Broadcast   | \$100.00            |
| Advertising use        | Quoted upon request |
| Electronic use - ebook | +50%                |

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

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.

## Application for Photographic Materials and Usage Rights

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

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

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

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

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

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

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

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

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

Brief Description of Project:

Author or Editor: \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Date of publication/broadcast/display opening: \_\_\_\_\_

Press run size/number of broadcasts: \_\_\_\_\_

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Artifact/Photograph Requested: \_\_\_\_\_

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

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

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

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

Commercial

Non-Profit

Personal

**Use in Print Publication:**

Within Publication

Cover/Jacket

Poster/Brochure/Flyer

Magazine/Journal/Newsletter

Exhibition display

**Use in Electronic Publication:**

Film/Video

Web Site

National Broadcast

Public Television Broadcast

World Broadcast

**Other** (*please describe*):

**Image Type Requested:**

Black and White Print

Color Print

Digital Image

*Please indicate size for photographic print:*

4 x 5 in.

5 x 7 in.

8 x 10 in.

11 x 14 in.

16 x 20 in.

Please indicate type of digital image:

JPEG

TIFF

Resolution requested: \_\_\_\_\_ dpi

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

- Permission for resale of National Cowgirl Museum and Hall of Fame photographs is not a part of this agreement and requires separate permission.
- 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 Research & Education Manager.
- 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 is granted for one-time use only. Permission to reproduce and the fees payable cover only the specific use detailed in the reproduction request. 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.
- 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.
- 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.

**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