



The John and Mable Ringling Museum of Art
Office of Rights and Reproductions
5401 Bay Shore Road, Sarasota, FL 34243
Phone: (941) 359-5700 ex. 1502 FAX: (941) 359-7716
email: rights_repro@ringling.org

Application for Reproduction Rights and Request for Photographic Materials

In order to process your request for photographic images of the objects listed below, complete this application form and return it to the Office of Rights & Reproductions. Once we receive the application we will contact you about fees.

See General Terms and Conditions for Reproduction Rights for more information.

Date: _____

Name: _____

Company: _____

Address: _____

Phone/FAX/email: _____

1. Requested Images (attach separate sheet if necessary):

SN # (Object ID)	Artist	Title
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2. Format of image(s) requesting: ALL BASED ON AVAILABILITY

- **Digital**

Image Size (h x w) _____

Resolution • 150 dpi • 300 dpi • Other _____

File Type • JPG • TIF • Other _____

- **Color:** 4x5" Transparency (not for sale-rental use only) • **Slide** (reference only, not for reproduction)

- **Black & White Print:** 8 x 10" Photograph

3. Requesting Photography for: • Reproduction/Publication • Research purposes only

4. Specific Use of Request: • Scholarly/Educational/Non-profit • Commercial

5. Request for use in:

Title: _____

Author: _____

Publisher: _____

Type of Publication: _____ Language: _____

Date of Publication: _____ Est. Print Run: _____

URL: _____

6. Rush services requested (includes a 200% surcharge): • yes • no (Standard processing may take two to four weeks, rush services guarantee images in seven to ten days)

7. Overnight mail services preferred:

Carrier: _____ Account number: _____

7. Estimated fees \$ _____

Plus TWO GRATIS COPIES of publication for the Ringling Museum Art Reference Library

Payment by check in US\$ or credit card-Name on card _____

Account number: _____ exp. Date _____ / _____

Signature of Applicant: _____

I have read and agree to the *General Terms and Conditions* set forth by the The John and Mable Ringling Museum of Art, Office of Rights and Reproductions. I certify that I have full authority to enter into this agreement.



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General Terms and Conditions for Reproduction Rights

Requests for photographic material, limited to the Museum's collections and buildings, must be received in writing.

Applicants must complete the *Application for Reproduction Rights*.

Permission is granted for only one usage in one publication, one edition, and in one language. Additional language editions and subsequent editions will be considered upon application. The Museum will not grant exclusive reproduction rights for any work in the collection.

The Museum in its sole discretion reserves the right to deny permission to any applicant whose product is not acceptable to the Museum for any reason, as well as to refuse permission for further applications from a publisher if, in its opinion, acceptable standards of reproduction, care of materials, or professionalism have not been obtained.

Permission to reproduce is premised and conditioned upon payment of the fees involved prior to publication. Failure to pay the required fees means permission has not been granted. When paid, the invoice, together with completed *Permission for Reproduction* contract, constitutes official permission for reproduction. Images are released once fees are paid and *Permission for Reproduction* contract has been signed and returned.

Fees for photographic materials and usage on the *Fee Schedule* are subject to change without notice. Transparencies, if available, may be sent if requested. Transparencies are not sent for consideration or sold outright. Transparencies are rented on a three (3) month basis and must be returned to the Museum after use. Rental beyond the initial term is charged per month.

When requesting Digital images, resolution and size must be stated. Publishable images must be deleted after project is completed, thumbnails may be kept for reference.

Images may not be altered in any manner. Images may not be cropped, manipulated, overprinted, toned, silhouetted, bled or altered in any way without prior written permission from the Museum. Requests must be received in writing with a layout of the proposed alteration prior to publication. If approved, detailed reproductions must be identified as such in the credit line.

The Museum prohibits duplication or distribution of photographic materials or images.

Reproduction is permitted only from materials/images supplied by the Museum.

Slides, negatives, and/or prints may not be made by outside companies or photographers for commercial purposes without the Museum's prior written consent.

Color reproductions require approval of a color proof, which must be accompanied by the original transparency if transparencies are used.



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Fee Schedule for Reproduction Rights Commercial Use

Photographic Material and Reproduction Fees

Costs of photographic material include interior, *one-time*, reproduction rights in editorial art-historical and educational context. Additional usage fees are applied if images are used as cover, frontispiece, chapter dividers, or as non-editorial, decorative illustrations. All photographic materials are *rented* for a **period of three months**.

Digital color or 4" x 5" transparency, with interior reproduction	\$ 90.00
Digital color or 4" x 5" transparency, with cover reproduction	\$180.00
Color World rights (TV, Video, Web) for one year-renewable	\$360.00
Digital or 8" x 10" B/W print, with interior reproduction	\$ 35.00
Digital or 8" x 10" B/W print, with cover reproduction	\$ 75.00
B&W World rights (TV, Video, Web) for one year-renewable	\$150.00

Web use same as above

Two copies of completed publication are required for Research Library

Postage and Shipping Fees

Digital Delivery via Ringling Dropbox Service	Free
Domestic/Foreign - regular mail for CD	\$ 5.00/\$7.00

Overnight mail charges will be billed directly to requester's account number

Additional Fees (any of the following fees are added as applicable)

New color photography fee:	\$ 190.00
Scanning per requirements	\$20.00
Burn to CD (includes CD)	\$10.00
Late transparency fee	\$ 20.00/month
Replacement fee for lost/damaged transparency	\$125.00

- Requests within the state of Florida will be charged 7.00 % sales tax unless proof of tax exemption is provided.
- Processing may take between four to eight weeks. Rush services are available at a 200% surcharge of the cost of the entire order. These services will be rendered within seven to ten working days after payment is received.
- Payment of the full balance must be made prior to photographic materials being sent out.
- Payment from outside the U.S. must be made by credit card, money order or a check drawn on a U.S. bank.
- Negotiations for receipt of in-kind products will be made at the time of application
- Reproduction fees for non-editorial products (i.e. posters, calendars) will be determined on use, distribution, and retail price by quotation and will be considered after a written proposal has been submitted to the Museum.



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Fee Schedule for Reproduction Rights Scholarly/ Non-Profit/ Editorial Use

Photographic Material and Reproduction Fees

Costs of photographic materials include interior, *one-time*, reproduction rights in editorial, art-historical, and educational context. Additional usage fees are applied if images are used as cover, frontispiece, chapter dividers, or as non-editorial, decorative illustrations. All photographic materials are *rented for a period of three months*.

Digital color or 4" x 5" transparency, with interior reproduction	\$ 60.00
Digital color or 4" x 5" transparency, with cover reproduction	\$120.00
Color World rights (TV, Video, Web) for one year-renewable	\$240.00
Digital or 8" x 10" B/W print, with interior reproduction	\$ 25.00
Digital or 8" x 10" B/W print, with cover reproduction	\$ 55.00
B&W World rights (TV, Video, Web) for one year-renewable	\$100.00

Web use same as above

Two copies of completed publication are required for Research Library

Postage and Shipping Fees

Digital Delivery via Ringling Dropbox Service	Free
Domestic/Foreign - regular mail for CD	\$ 5.00/\$7.00
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Fee Schedule for Reproduction Images Study and Reference Use *ONLY*

For study and/or research purposes *only*, students and educators may borrow image reproductions from The John and Mable Ringling Museum of Art Library free of charge, provided these images are on-file at the Museum. Please contact your local library to request to borrow such image reproductions through Inter-Library Loan. If photographs/digital images are not already on file at the Museum, the requester must pay for new photography.

New Photography Fees *WITHOUT* Reproduction Rights

Fees, if any, for digital study images not already available through the Museum's online collections will be determined on a case by case basis as requested.

Photographic Material Fees for Study *ONLY*

If a student or educator wishes to purchase a slide or b/w print for study, the following fees apply:

35mm color slide	\$ 7.00
8 1/2 " x 11" Color or B&W inkjet print (Study only, not for reproduction of any kind) price includes printing from high res. image or scanning from 4x5 transparency	\$20.00
Scanning per requirements	\$20.00
Burn to CD (includes CD)	\$10.00

Postage and Shipping Fees

Digital Delivery via Ringling Dropbox Service	Free
Domestic/Foreign - regular mail for CD	\$ 5.00/\$7.00

Overnight mail charges will be billed directly to requester's account number

Additional Fees

New photography fee: 2 dimensional/3 dimensional	\$190.00
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- Requests within the state of Florida will be charged 7.00% sales tax, except when a tax exempt form is provided with the order.
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- Payment of the full balance must be made prior to materials being sent out.
- Payment from outside the U.S. must be made by credit card, money order or a check drawn on a U.S. bank.