



# Yale University Collection of Musical Instruments

## PHOTOGRAPHIC IMAGES & PERMISSIONS REQUEST

**Our Address:**

Mail or fax your request to:

Yale University  
Collection of Musical Instruments  
15 Hillhouse Avenue  
P. O. Box 208278  
New Haven, CT 06520-8278  
fax: 203-432-8342

The Collection reserves the right to deny any request that does not meet with its policies.

**Schedule of fees:**

- |   |       |
|---|-------|
| 1 Digital file to disc from existing file<br>(300 dpi Tiff file)                  | \$15  |
| 2 Digital Scan to disc<br>(300 dpi Tiff file)                                     | \$25  |
| 3 Glossy color print, 8x10 in.<br>(from existing digital file)                    | \$25  |
| 4 Glossy color print, 8x10 in.<br>(from new scan of photographic print)           | \$45  |
| 5 Glossy black and white print, 8x10 in.<br>(from existing file)                  | \$25  |
| 6 Glossy black and white print, 8x10 in.<br>(from new scan of photographic print) | \$45  |
| 7 New photography (digital only)  | \$200 |

**Photography:**

Photography is sold outright for the specific use(s) you have requested; permission must be obtained in writing to re-use this photography for any purpose.

**Permissions:**

Please provide us with the information requested at the right so that we may determine the correct permission fee (if any) for your request. Our fees vary, according to whether you are a Yale department, a museum/historical society, a non-profit organization or commercial company. Permission to publish photography regularly is limited to images produced by Yale University staff. Any photographs taken by, or obtained from another source must be submitted to the Rights and Reproductions office of the Collection for permission to use in any publication. The Collection reserves the right to deny permission of images that do not meet with our approval.

**Rush Service:**

The normal turnaround time for filling orders is six weeks for images on file or scanned from existing photographs, three months for new photography. Rush service (except on orders involving new photography) may be requested for a 100% surcharge pending availability of Collection staff time.

**Shipping**

We ship orders using the U. S. postal service and Federal Express as described the right. Check the box for the service you require.

Please fill in or enter a check mark for all appropriate information.

**Your Address:** (fill in shipping address also if different)

Name \_\_\_\_\_

Company or school name \_\_\_\_\_

Street (or Post Office Box) \_\_\_\_\_

City / State / Zip code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Your request:**

For Accession number, please consult the online Checklist of the Collection available at: <http://www.yale.edu/academics/museums.html> For image type see schedule at left.

Object	Maker	Accession #	Image type

You will be advised by e-mail or fax if an image is not available as the type requested

**Permissions:** Please check all that apply

- |  |                                   |                                    |                                     |
|--|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Personal use only | <input type="checkbox"/> CD-ROM   | <input type="checkbox"/> CD-audio  | <input type="checkbox"/> DVD        |
| <input type="checkbox"/> Print publication | <input type="checkbox"/> VHS tape | <input type="checkbox"/> Film      | <input type="checkbox"/> Website    |
| <b>Publication, VHS, CD-ROM and DVD</b>    |                                   | <input type="checkbox"/> Scholarly | <input type="checkbox"/> Commercial |

ISBN or International number \_\_\_\_\_ Publication date \_\_\_\_\_ Author/Producer \_\_\_\_\_

Publication title \_\_\_\_\_ Publisher \_\_\_\_\_

**Press Run** (if commercial)  0-3000  3001-20,000  20,000 and up

**Website** Website address: \_\_\_\_\_

Organization \_\_\_\_\_

**Shipping**

Discs/prints sent continental US First class mail:

1-3 discs/prints -- \$6.00 \$2.00 will be added for every additional 2 discs/prints

Discs/prints sent International US First class mail:

1-3 discs/prints -- \$12.00 \$3.00 will be added for every additional 2 discs/prints

Order sent Federal Express; your account no. is: \_\_\_\_\_

Order sent Federal express charged to our account: \$40.00 charge. (Fedex requires phone number, and will not ship to post office boxes.)