

## SCHEDULE AND FEES

The Bowdoin College Museum of Art produces photographic materials of the objects in its collection suitable for reproduction in black-and-white or color.

- Orders generally require four to eight weeks for processing.
- Delivery time may vary according to the complexity of the assignment, the size of the order, and existing workload.
- Orders should be placed well in advance, as work is executed on a first come, first served basis.
- Images will be provided as soon as the required fee(s) (if applicable) have been received.



Payment from abroad must be made either by check drawn on a U. S. bank in USD, wire transfer, or by a credit or debit card. If applicable, shipping charges are additional and should be included with payment.

DIGITAL HI-RESOLUTION image files provided via WeTransfer or similar hi-res file transfer service. By request, digital files may be provided via CD or flashdrive, and in some cases where it is the only alternative, a color transparency (C/T) may be available.

All CDs/flashdrives/transparencies are considered originals and are loaned for a period of three months.

Fees must be paid whether or not objects are reproduced.

No digital files, flashdrives, CDs or transparencies are sent for consideration prior to granting of permission nor are images sold outright.

A link for digital image download, or in the case of an agreed alternative format, a CD, flashdrive or transparency will be provided after payment is received.

- Non-profit, up to.....\$50.00
- All others, up to.....\$70.00
- Rental fee per additional month.....\$15.00
- Replacement fee for lost transparency/unreturned CD or flashdrive...\$200.00

### NEW (DIGITAL) PHOTOGRAPHY

- Object, per view, main view, up to.....\$450.00
- per subsequent view (if imaged concurrently), up to.....\$100.00
- Per painting, drawing, etching, print, etc., up to.....\$400.00

**IMAGE REQUESTS:**

Requests with less than two weeks' turnaround expectation are considered a rush order. Add 100% to all costs (reproduction fees included). Note: New photography requires up to 8 weeks' notice for scheduling.

If not sent via large file server (such as WeTransfer, YouSendIt or FTP), your Federal Express account number is required for rush shipment.

**OBTAINING A REPRODUCTION:**

An image of a BCMA work not available for free download from the BCMA website may be obtained by writing to the Assistant to the Registrar of the museum.

In editorial and creative use, academic use, or in conjunction with a museum exhibition, books, textbooks, periodicals, e-books, or in the creation of a new work of art, etc., processing fees may apply.

For non-editorial use: i.e., in advertising, in a promotion context, or as an integral part of a commercial product (posters, calendars, book jackets, record album covers, address books, or any profit-creating enterprise, etc.), an application for permission to reproduce images of BCMA works in these categories must be accompanied by a layout sketch and a full description of the proposed use of the reproduction, including the context in which the reproduction will be used, retail price and details of intended distribution by quotation. The museum reserves the right to refuse any proposal that conflicts with or does not meet the standards of its own product development.  
**COMPENSATION IS DETERMINED ON A CASE-BY-CASE BASIS AT THE**