



MINNESOTA  
MUSEUM of  
AMERICAN ART

## REQUEST FOR IMAGES/USE AGREEMENT

Name:		Request Date:
Company/Organization:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Deadlines:	Rush <input type="checkbox"/> Yes <input type="checkbox"/> No	

Art Works Requested (artist, title, date, additional information):

Type of Organization:

- Educational/Research/Non-Profit/Museum       Commercial

Media Type:

- Advertising.

Description:

- Broadcast or media production (television, motion picture) \*Note that fees below do not apply to this media type. Please contact the Collections Manager.

- Merchandise

Description:

- Public display, exhibit, or presentation

Title/Description:

Start and end dates:

- Publications for print and online (books, brochures, journals)

Title/Description:

Number of prints:

- Website    Enter URL:

Fee Schedule (Educational/Research/Non-Profit/Museum take 20% off price)

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> TIFF (Hi-Res for large prints and exhibitions)              | \$175               |
| <input type="checkbox"/> JPG (Hi-Res for publication under 1,000 prints)             | \$150/\$200 (Cover) |
| <input type="checkbox"/> JPG (Low-Res for web, research, educational)                | \$75                |
| <input type="checkbox"/> Reuse   | 50% of original     |
| <input type="checkbox"/> Rush Fee (normal fees take 3-4 weeks from receipt of order) | 100% of order       |

Note: If there are no existing images for the requested item, there will be an extra charge for new photography.

## CONDITIONS

1. Requests and reproductions must be received in writing.
2. Each reproduction must bear the full credit.
3. Each object must be reproduced in its entirety (i.e., no cropping, "bleeding", or overprinting) unless approved in advance from Minnesota Museum of American Art.
4. Before publication of any reproduction in color, a proof must be approved by Minnesota Museum of American Art.
5. For all prints, send two (2) gratis copies to: Nicole Delfino Jansen, Minnesota Museum of American Art, 350 Robert Street North, St. Paul, MN 55101.
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After submitting this form you will receive a confirmation note with artwork credit information and an invoice. Images will be transmitted via link after payment has been received.

For questions and submissions email Nicole Delfino Jansen at [ndelfino@mmaa.org](mailto:ndelfino@mmaa.org) or mail to:

Nicole Delfino Jansen, Registrar  
Minnesota Museum of American Art  
350 Robert St. N  
St. Paul, MN 55101

By signing below you are agreeing to the conditions of this Use Agreement.

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Signature

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Date

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Print Name