

Media Reproduction Requests and Fee Schedule

General:

In order to best facilitate access and fair use of the Intrepid Sea, Air & Space Museum's collections, most media (including photography and film) and archival materials are available for reproduction. All reproductions or use of the collections, outside the Museum's regular exhibitions and programming, must be approved by the Collections, Public Relations, Marketing and Business Development Departments. All reproduction requests must be submitted to the Museum's Collections Manager at least 10 business days in advance of a required deadline. Individuals making reproduction requests will be referred to as Licensee henceforth.

Permission to reproduce items from the Museum's collection will be granted on a non-exclusive basis, for a one-time use as stated in the Media Reproduction Form, to be executed between the Museum and the Licensee. Subsequent editions, languages or reprints of the reproduction(s) must be approved in advance by the Museum.

All reproductions must be made from the materials supplied by the Museum; these materials remain the property of the Museum and must not be altered in any way. The reproduction(s) must be accompanied by the credit line as provided by the Museum and stated on the Media Reproduction Form in all formats. The Licensee will provide the Museum, without charge, one copy of the edition containing the licensed material(s) upon publication of such edition, or relevant publication material.

Reproductions of the Museum's collections are subject to a reproduction fee. Individual or academic research projects may be considered commercial if saleable products are contemplated. The reproduction fee may be waived at the discretion of the Museum. If new or higher resolution scans of requested media are required, the request also may be subject to a processing fee. Researchers who are unable to access the Museum's collections on site can request high-resolution images of non-digitized materials, subject to the processing fees listed below. See the use categories below for more information, as well as the Fee Schedule for pricing details.

To request a reproduction, please write to the Collections Manager at collections@intrepidmuseum.org and include the following information:

- List of media desired, include Object ID number if known (requests directed from ArchivesSpace or eMuseum online databases should have this identifying information.)
- Description of project and intended use for media.
 - Include project title, author, type of publication, publisher, and estimated print run or length of use.
 - Please specify if image requests are only intended for research purposes.
- Deadline for media file transfer.
- Contact information including address, email, phone number and institution/affiliation.

Non-Profit Use:

- Understood as any use of materials for non-profit publication or display.
- This may include non-profit academic research, non-profit exhibition, blogs or newsletters.
- This also includes personal use as understood to be not intended for publication or profit and may include memorials, non-published sharing or personal research.

For-Profit/Commercial Use:

- Understood as any use of materials for for-profit publication or display.
- This may include use in any television or film production, for-profit print (book or media) or other for-profit publications, advertisements or research.

Media Files:

Reproductions will be provided in the form of a 600 DPI, 24-bit color scale digital image file, in either TIFF or JPEG format, as requested by the Licensee. File size and format for film and moving image reproductions will be coordinated by Collections Department staff. Media files will be provided to the Licensee using a Museum-approved file-sharing service. Files will not be transferred until fee payment (if applicable) is complete.

Copyright:

In some cases, the Museum owns only the physical object and does not assume copyright ownership. The Museum will inform the Licensee if it does not own copyright for requested materials. The Licensee is responsible for clearing copyright and any other rights that may be vested in requested media.

Scope:

All items to be reproduced will be listed on the Media Reproduction Form. The Licensee should carefully review the form to ensure that it accurately captures the scope of the request. Requests to reproduce other material, beyond what is listed on the form, may result in additional fees.

FEE SCHEDULE

All fees will go towards the maintenance and service of the Museum's collections. Standard turnaround time is 10 business days. Rush requests are subject to approval by the Collections Department and may result in a fee double the cost of the total order.

Processing Fees:

Number of Files to be Provided	Non-Profit Use	For-Profit/Commercial Use
Existing Hi-Res Scan/File (0 – 5)	\$0	\$0
Existing Hi-Res Scan/File (5+)	\$15 per hour to process after five files	\$25 per hour to process after five files
New Hi-Res Scan/File (0 – 5)	\$25 flat fee	\$50 flat fee
New Hi-Res Scan/File (5+)	Flat fee + \$50 per hour to process after five files	Flat fee + \$100 per hour to process after five files
32GB Flash Drive (includes domestic shipping)	\$25 each	\$50 each

Reproduction Fees:

Media File Use Category	Non-Profit Use	For-Profit/Commercial Use
Publication, Interior (0 – 5,000 print run)	\$50 per file	\$100 per file
Publication, Interior (5,000+ print run)	\$100 per file	\$150 per file
Publication, Interior (worldwide)	\$150 per file	\$200 per file
Publication, Cover (0 – 5,000 print run)	\$150 per file	\$200 per file
Publication, Cover (5,000+ print run)	\$200 per file	\$250 per file
Publication, Cover, (worldwide)	\$250 per file	\$300 per file
Website, Interior	\$50 per file	\$100 per file

Website, Homepage	\$100 per file	\$150 per file
Brochure/Pamphlet/Newsletter	\$50 per file	\$100 per file
Exhibition/Public Display, Domestic (<1 yr)	\$100 per file	\$150 per file
Exhibition/Public Display, Domestic (1+ yr)	\$150 per file	\$200 per file
Exhibition/Public Display, Worldwide (<1 yr)	\$200 per file	\$250 per file
Exhibition/Public Display, Worldwide (1+ yr)	\$250 per file	\$300 per file
Film/Television Production, Domestic	\$300 per file	\$500 per file
Film/Television Production, Worldwide	\$500 per file	\$700 per file

Payment Process:

Licensees who have submitted reproduction requests to the Collections Manager will be notified once the request has been approved. The Collections Manager will create a Media Reproduction Form to be sent to the Licensee for their signature and then forwarded to the Museum's Finance Department to create an invoice. For payments by credit card, the Collections Manager will also provide a Credit Card Authorization Form to the Licensee for signature. Checks may be made payable to: Intrepid Museum Foundation, Inc. and sent to the attention of the Finance Department with the code for Media Reproduction. Once payment has been submitted and processed, the Collections Manager will provide the Licensee with requested media files.