



**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

## Request for Photographic Materials and Application for Reproduction Rights

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX/email: \_\_\_\_\_

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 with a check for the estimated fees (as determined by the attached fee schedule) to be processing request.

SN # \_\_\_\_\_ Artist \_\_\_\_\_

Title \_\_\_\_\_

1. **Format of image(s) requesting:** All based on availability  
**Black & White:** 8 x 10" Photograph Slide (not for reproduction)  
**Color:** 4x5" Transparency (not for sale-rental use only) **Digital** (Size and dpi) \_\_\_\_\_  
**Slide** (reference only, not for reproduction)
2. **Specific Use of Photography Requesting:** Scholarly/Educational/Non-profit Commercial
3. **Requesting Photography for:** Reproduction/Publication Research purposes only
4. **Request for use in:**  
Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Language: \_\_\_\_\_  
Date of Publication: \_\_\_\_\_  
Type of Publication: \_\_\_\_\_  
Number of Copies: \_\_\_\_\_
5. Rush services requested (includes a 200% surcharge): yes no  
(Standard processing may take four to eight weeks, rush services guarantee images in seven to ten days)
6. **Overnight mail services preferred:**  
carrier: \_\_\_\_\_  
account number: \_\_\_\_\_

7. **Estimated fees (please include a check for this amount): \$** \_\_\_\_\_  
**Plus two gratis copies of publication for the Ringling Museum Art Reference Library**

8. **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.

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.

Applicants must complete the *Application for Reproduction Rights* and the *Permission for Reproduction* contract.

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 contract, constitutes official permission for reproduction.

Fees for photographic materials and usage on the *Fee Schedule* are subject to change without notice.

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.

The Museum prohibits duplication of photographic materials sold or rented.

Reproduction is permitted only from materials 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.



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## **Fee Schedule for Reproduction Rights for 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**.

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

**Two copies of completed publication are required for Research Library.**

### **Postage and Shipping Fees**

Domestic/Foreign - regular mail	\$ 5.00/\$7.00
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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: 2 dimensional/3 dimensional	\$ 150.00/\$190.00
Scanning per requirements	\$20.00
Burn to CD (includes CD)	\$10.00
Duplication of transparency fee	\$ 55.00
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.
- 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 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 for Scholarly and 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*.

8" x 10" b/w print, with interior reproduction	\$ 25.00
4" x 5" color transparency, with interior reproduction	\$ 60.00
8" x 10" b/w print, with cover reproduction	\$ 50.00
4" x 5" color transparency, with cover reproduction	\$120.00
8" x 10" b/w print, with World Rights	\$100.00
4" x 5" color transparency, with World Rights	\$240.00

**Two copies of completed publication are required for Research Library.**

### **Postage and Shipping Fees**

Domestic/Foreign - regular mail	\$ 5.00/\$7.00
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Overnight mail charges will be billed directly to requester's account number

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

New b/w photography fee: 2 dimensional/3 dimensional	\$ 150.00/\$175.00
New color photography fee: 2 dimensional/3 dimensional	\$ 150.00/\$175.00
Scanning per requirements	\$20.00
Burn to CD (includes CD)	\$10.00
Duplication of transparency fee	\$ 55.00
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, except when a tax exempt form is provided with the order.
- 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 materials being sent out.
- Payment from outside the U.S. must be made by money order or a check drawn on a U.S. bank.
- If wire transfer is preferred, additional bank fees of \$40.00 must be added.



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## **Fee Schedule for Photographic Images for Study and Reference Use *Only***

### **Lending of Photographic Materials for study and research**

For study and/or research purposes *only*, students and educators may borrow photographic images from The John and Mable Ringling Museum of Art Library through Inter-library loan, provided these images are on-file at the Museum. Please contact your local library. If photographs are not on file at the Museum, the requester must purchase the photographic materials and pay for new photography.

### **Photography Fees *with out* Reproduction Rights**

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" x 10" b/w print	\$ 17.00
8 1/2 " x 11" Color Inkjet print (Study only, not for reproduction of any kind) price includes scanning from 4x5 transparency	\$20.00

### **Postage and Shipping Fees**

Domestic/Foreign - regular mail	\$ 5.00/\$7.00
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### **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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