# APPLICATION FOR REPRODUCTION PERMISSION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tel:</th>
<th>Fax:</th>
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<tbody>
<tr>
<td>Affiliation:</td>
<td>E-mail:</td>
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<td>Address:</td>
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<tr>
<td>City:</td>
<td>State:</td>
<td>Zip/Country:</td>
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</tbody>
</table>

Requestor’s status: ☐ Non-profit organization  ☐ For-profit company  ☐ Private individual  ☐ Other: _______________________

**Image(s) requested:**

<table>
<thead>
<tr>
<th>Artist:</th>
<th>Accession #:</th>
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<tbody>
<tr>
<td>Title:</td>
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<tr>
<td>Artist:</td>
<td>Accession #:</td>
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<td>Title:</td>
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Deadline for image(s): _______________________

**Format requested:**
☐ Digital image for research only  
☐ Digital file jpeg or tiff on CD  
☐ Digital file jpeg or tiff via email or FTP site

**Digital Specifications:** Files at the standard resolution of 72dpi will be provided for Web and other electronic uses and 300dpi will be provided for print use.

**What size in inches will the image be reproduced?** _______________________

**How will the image be reproduced?**  ☐ Color  ☐ B&W

**Intended Use:**  ☐ Study or reference (no reproduction without prior permission)  
☐ Reproduction in a print publication

**Type of publication:**  ☐ Exhibition catalogue  ☐ Textbook  ☐ Journal/Magazine  ☐ Other

**Image Placement:**  ☐ Inside  ☐ Outside
Title of book/article/magazine:

Author/editor:

Publisher:

Projected date of publication:

Print Run:

☐ Reproduction in electronic media or TV/film/video:

Type of production: ☐ Television ☐ Documentary ☐ Dvd/CD-ROM ☐ Website

Title of production:

Producer:

Projected date of broadcast:

URL and dates displayed:

Copies distributed:

For all requests:

Language: ☐ English ☐ Other: ______________

Distribution: ☐ North America ☐ Worldwide

Printing/Production: ☐ 1st edition/Broadcast (5 years) ☐ Reprint/Re-broadcast
☐ Revised Edition/Revised Production ☐ Broadcast in Perpetuity

Allow 2-3 weeks for processing. Upon receipt and approval of application, an invoice will be sent to you for signature. Please return it with payment. **Prepayment is required.** Image(s) will then be sent to you. Please allow 4-6 weeks after payment for delivery of images. Large and complex order for which new photography is required may take longer.

Please mail, fax or email your completed request to:

Rachel Bradshaw
Registrar
Cummer Museum of Art & Gardens
829 Riverside Avenue
Jacksonville, Florida 32204
Fax (904) 353-4101
rbradshaw@cummermuseum.org
GUIDELINES FOR REPRODUCING WORKS OF ART IN THE MUSEUM’S COLLECTION

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2. Permission is granted only for one-time, non-exclusive license, in one publication, one edition, and in one language. Additional language editions, reprint, further edition or additional use must be preceded by a new application and is not covered by the original permission to reproduce or fees.

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4. The object(s) may not be cropped, bled, or overprinted and nothing may be superimposed on the reproduction(s). Reproduction(s) must be full-tone, black and white or full color, and must be printed on white stock.

5. For all reproductions, a proof must be submitted to the Cummer Museum for approval prior to publication to insure the most faithful reproduction possible. After comparison to the original work of art, the proof will be returned to the applicant with approval or instructions for color correction.

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PAYMENTS
Payments must be remitted in U.S. dollars and must be drawn on a U.S. bank. The applicant must pay all bank charges. Please follow these instructions carefully to avoid delays in processing your order and/or improper crediting of payment.

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Standard shipping is by First Class mail for domestic orders, and Air Mail for foreign orders. Any request requiring an urgent response must be accompanied by (1) the applicant’s Federal Express account number, or (2) a return air bill, filled out by the applicant and charged to the applicant’s account number, if using another service. We will process the request as soon as possible.