



## Manassas Museum System Photographic Services Order Form

Thank you for your interest in the image collection of the Manassas Museum. Anyone interested in obtaining an image from the Museum must complete the order form below. Please follow the instructions for each section and return your completed order form via one of the methods below. Once a completed order form is received, an invoice will be emailed to you. Payment is required before an order can be filled. The fee schedule on page 4 details the costs associated with placing an order.

Completed order forms may be returned by:

- Email to [mdellinger@manassasva.gov](mailto:mdellinger@manassasva.gov)
- Mail to attention of: Mary Helen Dellinger, Manager of Museum and Historic Sites  
Manassas Museum | 9101 Prince William Street | Manassas, VA 20110

### Image Order

To place an order for an image from the collection of the Manassas Museum please fill out the information in this section. This section does not grant permission to reproduce/publish. To secure permission to reproduce/publish an image from the collection of the Manassas Museum, please also fill out pages two and three.

*The Museum reserves the right to refuse reproduction of certain archival and photographic materials if, in the estimation of the Curator, the materials in question are too fragile for handling.*

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**Name** **Phone** **Email**

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**Address**

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**City** **State** **Zip**

Image Title	Catalog Number	Format	
		Email	USB

## Permission to Reproduce/Publish

To obtain permission to publish, please fill out the information in this section. If the image being ordered is to be published in *any* format, permission must be requested in writing in advance of publication. Permission is provided for a fee, based on the intended use of the material. Please see the fee schedule on page 4 for costs associated with reproducing and publishing images from the collection of the Manassas Museum. This section is not an order form. To order an image from the collection of the Manassas Museum, please also fill out page one.

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**Name/Institution**

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**Name of publication/film/program/website**

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**Publisher**

Image(s) requested for publication:

Image Title	Catalog Number	Option

- Option A: Print, scholarly works
- Option B: Print, scholarly works, cover
- Option C: Print, commercial works
- Option D: Print, commercial works, cover
- Option E: Broadcast, Scholarly
- Option F: Broadcast, Cover

## CONDITIONS UNDER WHICH PERMISSION IS GRANTED

Permission to reproduce/publish is conditioned on the acceptance of the following stipulations. Any breach of the terms and conditions outlined below will automatically result in revocation of permission to reproduce/publish. Please read this section carefully and then acknowledge at the bottom of the page. **You may disregard this section if your intended use of the image is personal.**

- Permission is granted for one non-exclusive use of the images ordered. Use must be limited to the purpose listed on this form. Further or different use constitutes a re-use and must be applied for in writing, subject to applicable fees.
- Images must be credited to **The Manassas Museum System, Manassas, Virginia.**
- The Manassas Museum shall be provided with one (1) courtesy copy of the finished work, and/or a link to any digital sources where the image is used.
- The Museum reserves the right to limit the number of copies made of the image and to restrict the use and reproduction of rare or valuable materials from its collection.
- The permission to reproduce/publish is made to the applicant only and is not transferrable.
- The image must be produced in its entirety without any alterations including, but not limited to, cropping or bleeding off the page.

I have read and understood the above conditions and agree to abide by the terms herein.

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**Applicant Signature**

**Print Name**

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**Title or position**

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**For and on behalf of (Publisher)**

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**Address**

**City**

**State**

**Zip**

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**Telephone**

**Email**

**Date** \_\_\_\_\_

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## Fee Schedule

Effective January 1, 2024

### **Research**

First 30 minutes	Free
Additional 30 minutes	\$25 per 30 minutes or any portion thereof

### **Digital images**

Sent via email (first image no charge)	\$10.00 per image
Copied to thumb drive	\$30.00 per image
Shipment of images by USPS	\$10.00
Pick up of images at the museum	Free

### **Permission to Reproduce in Print**

Scholarly works	\$ 50.00
Commercial works	\$100.00
Scholarly works – cover	\$100.00
Commercial works – cover	\$200.00

This is defined as any printed material, including but not limited to, books, magazines, journals, webpages, or exhibitions.

### **Permission to Broadcast**

Broadcast, Scholarly	quoted
Broadcast, Commercial	quoted

This is defined as any type of audio or video transmission, including but limited to, radio, television, podcasts, or other online media.

All other requests not listed including new photography, recordings, items needing special handling, etc. will be priced upon request.