

# Conditions

- Permission to reproduce a work from the Mulvane Art Museum collection must be granted by the copyright holder, which may be an artist, estate, gallery, or third-party organization. Some works may be in the public domain. It is the requester's responsibility to determine copyright status and secure permission.
- Once copyright permission is secured, fill out the Image Request Form on the following page and email it to Jen McCollough, Collections Manager (jen.mccollough@washburn.edu).
- Approved requests only allow the use of images for the purpose described in the form. Additional use requires additional permission.
- Please include the credit line "Mulvane Art Museum, Washburn University."
- The Mulvane Art Museum requests one complimentary copy of any publication or product that utilizes collection images.

## **Fees**

Reproduction fees are determined by image use. Contact Jen McCollough (jen.mccollough@washburn.edu) with questions about which fees apply.

#### Personal and research use: Free

 The image cannot be used in a publication, website, or other form of distribution or display.

## Use by Washburn University units/departments: Free

 The image may be used without charge in Washburn webpages, newsletters, and printed materials. Mulvane Art Museum approval is required.

# Non-profit use: \$25 per image

o This fee applies to organizations with current non-profit status.

#### Commercial use: \$50 per image

 Examples include magazines, newspapers, textbooks, catalogs, advertisements, greeting cards, etc.

An additional \$30 fee may apply if a high-resolution image must be created.

Image Request Form
Name
Address
Phone
Email
Artist, title, year, and accession number (if possible) of all requested works
Intended use  Personal or research
Washburn unit or department
Non-profit
Commercial
Describe how the image will be used, including details about the publication or form of distribution or display. If applicable, list the author, title, publisher/producer, print run, and release/publication date.

Email completed form to Jen McCollough, Collections Manager

(jen.mccollough@washburn.edu).