



1701 East Front Street, Traverse City, MI 49686

**Application for Photographic Materials  
Denmos Museum Center at Northwestern Michigan College**

**Contact Information**

Requester: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**How will the proposed work be used? (select one)**

- For publication (commercial)
- For publication (non-profit)
- For publication (scholarly)
- For personal study/research purposes

**Project Description (attach additional sheets if necessary)**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Editor: \_\_\_\_\_

Publisher: \_\_\_\_\_

Brief Synopsis of Project:

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Date of Publication: \_\_\_\_\_

Print Run (Qty): \_\_\_\_\_

Language Rights Requested: \_\_\_\_\_

Distribution Requested (North America, Worldwide, etc.):  
\_\_\_\_\_

### **Book, Magazine, and Periodical Publication Fees**

If the work is reproduced in black and white:

- \$75
- \$125 if used as a cover image

If the work is reproduced in color:

- \$150
- \$300 if used as a cover image

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Fees for Video/New Media Use:

- \$300 commercial
- \$50 non-profit / scholar

Fee for use in Address Books and/or Calendars #

- \$150 interior
- \$300 cover

Fees for Poster Reproduction #

- \$300

# Fee may be lowered or waived in exchange for gratis copies of product

### **Payments**

Pre-payment is required and is non-refundable. If pre-payment is waived, an additional charge may be imposed at the discretion of the Denny Museum Center not to exceed 50% of the total fee. Foreign applicants must pay all invoiced charges with funds drawn on a US bank in US dollars. Permission to use image(s) supplied by the Denny Museum Center is denied until full payment has been received and acknowledged by the Denny Museum Center. Fees based solely on specific application and not previous application requests.

**Format Details**

Please indicate the format that you are requesting. DMC will make every effort to supply you with the file format and type that you have requested.

- Digital image 72 dpi jpeg (compressed)
- Digital image 300 dpi jpeg (compressed)
- Digital image 72 dpi tiff
- Digital image 300 dpi tiff

**Delivery**

All materials will be delivered by electronic means. Electronic delivery will be made as soon as possible, but is dependent upon Denno's Museum Center staff time and requester lead time. A minimum of two weeks is requested to process your request. Some requests may require additional time to process.

**Image Requested**

Artist: \_\_\_\_\_

Title: \_\_\_\_\_

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

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Object ID (if known): \_\_\_\_\_

Credit line (if known): \_\_\_\_\_

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**Additional Stipulations**

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**I have read and understand the above conditions and agree to abide by the terms herein,**

\_\_\_\_\_  
**Applicant signature**

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

\_\_\_\_\_  
**Executive Director signature**

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

**Please direct all inquiries to:**

Craig Hadley  
Executive Director  
Dennos Museum Center  
Northwestern Michigan College  
1701 East Front Street  
Traverse City, MI 49686  
[chadley@nmc.edu](mailto:chadley@nmc.edu)  
231-995-1572

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