



Buffalo Bill Museum and Grave

Photo Order Terms of Agreement

Copies from our website:

The *low-resolution images* presented on this website are available as free copy/paste files for all researchers. These are intended for personal and scholarly purposes only. Individuals seeking commercial-quality, high-resolution images are required to order these through the Museum and pay any subsequent processing and use fees.

High-resolution digital images:

High-resolution digital copies (300dpi) of images from the Buffalo Bill Museum and Grave's photograph collection are available, unless restricted, for a fee that is based upon the intended use of the photograph. Purchase/Use is subject to the following conditions:

1. Permission for reproduction is granted for one-time use only and does not apply to future reproductions or publications. Such subsequent use requires written permission and may require payment of additional fees.
2. All reproduced photos must be credited as follows: "Buffalo Bill Museum and Grave, Lookout Mountain, Golden, Colorado." When known, proper credit must also be given to the photographer.
 - a. With printed material it is preferred that the credit line appears on the same or facing page of the photograph or with "Sources of Photographs" appendix. Each individual item must be credited.
 - b. With exhibitions, credit must be shown below the photograph or as part of the label copy in the exhibit area.
 - c. For film and/or video productions acknowledgement must be given as part of film credits.
3. Photographs of any of the materials in the collections of the Buffalo Bill Museum and Grave that will be used for any form of publication must be obtained from the Museum along with written permission from the Museum to use said photographs.
4. Commercial use of photographs is subject to additional fees and requires the written permission of the Buffalo Bill Museum and Grave. Permission for resale of images requires special permission and is done on a contractual basis.
5. Responsibility for copyright compliance is assumed by the user.
6. The Buffalo Bill Museum and Grave reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable material; to ensure the reproductions and intended use are in good taste; and to make special quotations on materials involving unusual difficulty in copying.
7. A complimentary copy of any published work using a Museum photograph should be provided to the Buffalo Bill Museum and Grave.
8. Photographic images may not be altered in any way other than size without written permission from the Buffalo Bill Museum and Grave.

The Museum will not provide hard copies of any image.



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Photo Order Fee Schedule

There are three separate fees to be considered with each order:

- Individual image fee: This is a fixed price applied to each image in an order.
- Use fee: This fee varies depending upon the intended use of each image.
- Processing fee: In some cases files are too large to email, or many images may be part of one order. In these circumstances the cost of CDs and postage/handling will be applied.

Individual Image Fee:

Each image in an order is assessed a fee of \$10.00, regardless of the intended purpose. All images will be scanned at 300 dpi and saved at jpg files unless otherwise requested. Larger files cannot be emailed and processing fees will apply.

Use fees

In addition to the Image Fee, *Use Fees* may apply. These are based upon whether or not images are intended for personal use, research, publications, or commercial ventures. The frequency of use is also taken into consideration.

- Personal use (one-time reproduction for home/office, research, etc.) *No Additional Use Fee*
- Fee per image for use in print: books, magazines, newsletters, etc. based upon publication numbers:

1—5000 copies	\$10.00 / image
5001—10,000 copies	\$30.00 / image
10,001— 25,000 copies	\$50.00 / image
Over 25,000 copies	\$100.00 / image

- Fee per image for film, video, television, etc.:

1—2 images	\$50 / image
3—20 images	\$25 / image
20+	Contact Museum for quote

- Fee per image for other commercial purposes (posters, postcards, note cards, clothing, etc.):

Please contact Museum Director

- Use in Static exhibits or displays: \$25 per image

Processing Fee

UP TO TEN IMAGES 3M OR SMALLER WILL BE E-MAILED AND WILL NOT REQUIRE A PROCESSING FEE
A processing fee will ONLY be applied if orders require a CD due to file size or quantity of images.

CD (up to 25 images)	\$5.00 per CD w/ jewel case
Postage and Handling	\$5.00 per CD within US

There are no fees for images copied and pasted from the Museum Website, however credit must be given as appropriate: *“Buffalo Bill Museum and Grave, Lookout Mountain, Golden, Colorado.”*



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Digital Image Order Form

Name _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ FAX _____

Email _____

I have read and agree to the Terms of Agreement _____
(signature/date)

List catalog number and brief description for each image (attach second sheet if needed)

Number	Description (i.e., "Buffalo Bill on white horse")
_____	_____
_____	_____
_____	_____

Image Fee: Total number of images in order x \$10.00 = _____

Use Fee	Personal Use	No fee
	Print: 1—5000 copies	Total number of images per order x \$10.00 = _____
	5001—10,000	Total number of images per order x \$30.00 = _____
	10,001—25,000	Total number of images per order x \$50.00 = _____
	Over 25,000	Total number of images per order x \$100.00 = _____
	Video: 1—2 images	Total number of images per order x \$50.00 = _____
	3—20 images	Total number of images per order x \$25.00 = _____
	20 + images	Museum Quote = _____
	Static exhibit:	Total number of images per order x \$25.00 = _____

Processing Fee Only applied if digital files are over 3m; or if more than ten images in order. These cannot be emailed and MUST be shipped via CD. \$5.00 per CD w/ jewel case = _____
Shipping \$5.00 per CD = _____

Payment Information:
Checks payable to: Manager of Finance

Total Amount Due = _____

Mailed w/ form to: Buffalo Bill Museum and Grave
987 ½ Lookout Mountain Road
Golden, CO 80401

Please allow up to two weeks for delivery.
Questions? Call 303-526-0744