

# Image Order Requests

In order to have your request approved for photographic/document reproductions and processed please fill out our online [Image Order Request Form](#).

Before filling out the online form, you may want to review the following:

## Fees for image reproductions

The Lake Jackson Historical Association reserves the right to decline requests for reproductions.

Digital Images	
All files will be sent at a 300 dpi resolution. Higher resolution files are available upon request but may incur a new scan fee.	
300 dpi JPEG: \$3 per image	This high resolution file size is ideal for making a print. This selection serves most users' needs and is the most frequently requested file size.
New digitization: additional \$15 per image	This fee will be charged if the item requested has not already been digitized or if extraordinary resolution is requested.
Higher resolution files	Available upon request. New digitization fees may apply if the item requested has not already been digitized at a higher resolution.
New Digitization	
Orders that require new digitization may take longer than the standard time.	

## Standard Use fees

The Lake Jackson Historical Association reserves the right to deny permission to use images.

### Standard use

Use Fee	Purpose
\$15.00 per image	For any publication such as a book, periodical, e-book, website, video production or exhibition.

## **Additional uses**

### **Non-profit exhibition**

Most images may be used in non-profit museum exhibitions or displays, but permission must be requested through the [Image Order Request Form](#). Use fees are usually waived. Fees for images may apply.

### **Thesis / dissertation / school paper / classroom use**

Although permission must be obtained through the [Image Order Request Form](#) to use an image in a school paper, master's thesis, or dissertation, fees are usually waived. Likewise, fees are waived for educational classroom use. Fees for images may apply.

### **Reuse fee**

Reusing an image in a new edition or a new project constitutes a re-use. All requests for re-use or change in use must be applied for using the [Image Order Request Form](#).

## **Terms and Conditions of use for images**

In return for permission to procure reproductions from the Lake Jackson Historical Association, the following terms and conditions will apply:

1. An Image Order Request Form must be completed and all applicable fees must be paid, before photographic or document reproduction requests can be processed.
2. Once granted, permission for obtaining reproductions may not be sold or transferred. It is for one-time-use only, unless specified. Reprints, subsequent editions, or additional uses of any kind must be preceded by a new order form and are not covered by the original permissions and fees.
3. The image must be reproduced in its/their entirety unless identified as a "detail." Superimposing type or other elements upon the image, cropping the image, bleeding the image off the page, or printing the image on colored stock paper is prohibited without prior written permission from the Director.
4. The credit line "**Lake Jackson Historical Association**" must appear in the immediate proximity to the reproduction, or in the section of the publication devoted to acknowledgments or credits.
5. Any applicant purchasing an image for study purposes only, who later decides to reproduce or publish it, must first secure written permission from the Association. In this case, it is necessary to file a new order form.
6. In no case shall the Lake Jackson Historical Association be held liable for any legal action that results as a consequence of the use, publication, or distribution of materials taken or derived from its archives, curatorial files or other records, and that these matters are solely the responsibility of the applicant.

After you submit your request, the following will occur:

1. You will receive an e-mail with an invoice and acceptable methods of payment.
2. You submit the payment.
3. Your image order is prepared and sent to you through e-mail.

# Image Order Request Form

## Contact Information

Date Requested: **(text box)**

Name/Company: **(text box)**

Address: **(text box)**

City: **(text box)**

State: **(text box)**

Zip: **(text box)**

Phone Number: **(text box)**

E-Mail Address: **(text box)**

Museum Affiliation: **(check box)** Member **(check box)** Volunteer  
(Museum Members and Volunteers receive a 20% discount)

## Request Details

Image Information: **(text box)**

(Please provide sufficient information to identify the image(s) requested. Include any information such as the title, artist, and/or accession number, if available.)

Intended Use: **(text box)**

Use fees will be applied where applicable.

Working title of publication of production: **(text box)**

Publisher / producer / sponsoring institution: **(text box)**

Period of posting / exhibition: **(text box)**

Higher Resolution Needed: **(text box)**

All files will be sent at a 300 dpi resolution unless otherwise requested. Additional fees may apply.

## Digital Signature

By submitting this request, I am entering into a contractual agreement to observe restrictions involved in the publication and distribution of this/these material(s). I have read and agree to our terms and conditions of use for images.

**(check box)** I agree

Enter name here **(text box)**

After you submit your request, the following will occur:

1. You will receive an e-mail with an invoice and acceptable methods of payment.
2. You submit the payment.
3. Your image order is prepared and sent to you through e-mail.