

PEABODY



HISTORICAL SOCIETY
& MUSEUM

Appendix E: Photo Rights and Reproduction for Personal Use Form

**Reproduction Order Form for Photographs and other Archival Materials -
Personal Use Only**

All photographic prints or any other form of reproduction of Peabody Historical Society & Museum material is intended for **personal study or educational purposes only**. For commercial use, permission must be obtained in writing from the Peabody Historical Society & Museum, and additional fees may apply.

Please complete this form and return it with a check payable to
Peabody Historical Society & Museum
35 Washington Street
Peabody, MA 01960

PRINT FEES

Black & White:	5 x 7	\$10.00
	8 x 10	\$20.00
Color:	5 x 7	\$15.00
	8 x 10	\$25.00

**Prices for larger sizes available on request.*

Digital Scan: \$10.00

SHIPPING & HANDLING FEE

Number of Photographs	
1-3	\$5.00
4-7	\$7.00
8-10	\$12.50

ORDERED BY:

Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: _____

Email: _____

DELIVERED TO (if different):

Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: _____

Email: _____

Peabody Historical Society & Museum
35 Washington Street, Peabody, MA 01960

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REPRODUCTION FORM – PERSONAL USE Page 2 of 2

Subject/Title	Catalog No. (if available)	Qty	Size	Unit Price	Total

Total Prints \$ _____

Postage & Handling \$ _____

Total Due \$ _____

Reproduction Policies & Procedures for Photographs and other Archival Materials:

Prepayment is required for all orders. The Society accepts cash or checks.

Regular delivery time is 4-6 weeks. A rush order may be approved for an additional fee.

Under no circumstances will the Society’s original photographs, negatives or transparencies be loaned to other individuals or institutions.

All photographic prints or any other form of reproduction of Peabody Historical Society & Museum material is intended for personal study or educational purposes only.

The purchase of a photograph does not itself carry with it the right to publish, reproduce, scan, transmit, broadcast, digitize or otherwise make the image available for commercial use. Copyright of all images remains the property of the Peabody Historical Society & Museum.

All requests for permission to reproduce an image in any form must be made in writing and include the intended use(s), publisher/producer and date of publication, release or posting. Please request an “Application for Permission to Reproduce Photographs and other Archival Materials” from the Society. Permission is given on a case by case basis at the sole discretion of the Peabody Historical Society & Museum. Permission fees may be applied in addition to print prices.

I have read the terms above and agree to comply with the limitations placed on the use of the images I am purchasing.

Purchaser’s Signature: _____

Date: _____

Museum Approval: _____

Date: _____