

**Lee-Fendall House Museum  
614 Oronoco Street  
Alexandria, VA 22314  
703-548-1789  
www.leefendallhouse.org**

**PHOTOGRAPHY FEES**

**EXISTING PHOTOGRAPHY**

Color Print (5x7 or smaller)	\$25.00
Color Print (8x10)	\$30.00
Black/White Print (8x10 or smaller)	\$25.00
Digital Images (300 dpi JPEG or TIFF)	\$20.00

Call for pricing information for all other sizes or formats.

Please note that standard shipping fees will be charged for any prints that require mailing.

**NEW PHOTOGRAPHY**

There is an additional fee for images that have not yet been digitized. The fee for new photography is an additional \$25.00 per image.

**REPRODUCTION USE FEES**

These fees are in addition to any applicable photographic charges listed above.

One-Time Editorial Use Within Body of Publication (book, periodical, website)	\$25.00
Re-Use Within Separate Publication	\$25.00
Use on Cover, Dust Jacket, or End Papers	\$100.00
Exhibition or Non-Commercial Use	\$15.00

*All prices are subject to change.*

## PHOTOGRAPHY POLICY

Limited photography in and of the Lee-Fendall House is permitted with permission. The Lee-Fendall House reserves the right to refuse any requests for photography in and of the Lee-Fendall House, and to impose such conditions it may deem advisable in the best interests of the institution.

### Ordering Photographs

- 1) All requests for photographs must be submitted in writing to the Museum Director, stating their intended use, prior to the scheduling of any photography, or the release of any photographic material to the customer.
- 2) **Order fulfillment time is one month.** Any orders which must be fulfilled in less than one month will be assessed a 100% surcharge (known as a RUSH fee).
- 3) Color and Black/White Photographs are sold outright, and **all sales are final.** Original photos remain the property of the Lee-Fendall House Museum.
- 4) Photocopies of existing images may be requested for previewing.
- 5) Staff time is not available for research.

### Reproduction Rights

- 1) A Permission for Publication form must be issued by the Museum Director in advance of publication. The customer must provide the a) title of the book, article, or project, b) name(s) of the author(s), c) name(s) of the publisher(s), and d) expected date of publication.
- 2) Permission is granted for one-time editorial use within the body of the publication; use on the cover or dust jacket requires payment of an additional fee. Rights granted are usually for English-language use in one edition; a reproduction fee is charged for each additional language or addition.
- 3) Requests for World Rights will be reviewed, and prices for reproduction will be determined on a case-by-case basis.
- 4) For re-use of photography in a separate publication, a new permission form must be obtained and the appropriate fees paid.
- 5) When a detail of an object or image is used, the word Detail must appear in the credit line.
- 6) Line drawings and adaptations made from photographs may not be published, and objects illustrated in the photographs may not be reproduced.
- 7) Superimposition of text or other images on photographs is discouraged and requires special permission from the Museum Director.
- 8) The Museum Director reserves the right to inspect and approve color proofs and sketches for use of details and superimpositions prior to granting permission for reproduction.
- 9) Reproduction is permitted only from materials supplied by the Lee-Fendall House Museum.

- 10) Unless otherwise stated, failure to pay the required fees for reproduction means that permission of use has not been granted.
- 11) All users granted permission to publish must comply with the conditions governing reproduction of objects in the Lee-Fendall House collection listed on the Permission for Publication form.
- 12) One complimentary copy of the publication in which the image is reproduced must be sent to the Lee-Fendall House Museum upon publication.

## **Payment**

- 1) Payment is required in advance. Checks must be made payable to the Lee-Fendall House Museum.
- 2) Standard shipping and handling fees are applied for orders that need to be mailed.
- 3) Shipment of small orders is usually by first class mail, U.S. Postal Service. Insurance charges may be added. Large orders are sent by United Parcel Service, Federal Express, or other express delivery service. Customers should specify their preference and provide their corporate account numbers where appropriate and will be responsible for any additional postage costs.