

# IMAGE USE REQUEST FORM

PREPAYMENT IS REQUIRED

To fill out this form, save the file to your computer.  
Fill out, then re-save the completed form.

## IMAGE INFORMATION

Please provide as much information as possible.

Title \_\_\_\_\_

Artist/maker \_\_\_\_\_

Accession number \_\_\_\_\_

More information \_\_\_\_\_

## QUALITY

- Lo-res JPEG (<150dpi)
- Standard JPEG (300dpi)
- High-resolution TIFF (600dpi)
- Press quality or enlargement (case-by-case)

## SPECIFIC USE

Check one. Fees will depend on quality, type of use, and availability.

- |  |  |
|--|--|
| <input type="checkbox"/> Academic/personal use       | <input type="checkbox"/> Local media - print   |
| <input type="checkbox"/> Archival print (commercial) | <input type="checkbox"/> Local media - web     |
| <input type="checkbox"/> Blog                        | <input type="checkbox"/> Magazine/journal      |
| <input type="checkbox"/> Book                        | <input type="checkbox"/> Marketing             |
| <input type="checkbox"/> Education                   | <input type="checkbox"/> Museum exhibit        |
| <input type="checkbox"/> Film - commercial           | <input type="checkbox"/> National market media |

Other: \_\_\_\_\_

Reproduction type:  color or  black and white

Basic use type:  web,  print, or  both

What is your deadline? \_\_\_\_\_

## YOUR CONTACT INFORMATION

Please provide the following:

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

FedEx # (if mailing a print) \_\_\_\_\_

## SUBMIT

Send completed form to [whsadmin@winnetkahistory.org](mailto:whsadmin@winnetkahistory.org)

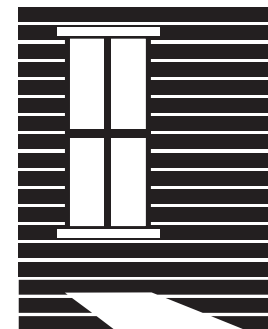
Call 847-446-0001 for questions or more information.

## CONDITIONS

Permission must be requested in writing using this form and is for one-time, one-project use only.

**Credit line: Courtesy of the Winnetka Historical Society.**

Any change to the original must be noted beyond cropping.



**Winnetka  
Historical  
Society**

# WHS RIGHTS & REPRODUCTIONS FEE SCHEDULE

All fees are in US Dollars, per image, for a single use. All uses including commercial require proper attribution.

\*Members receive free Standard JPEG (300dpi) images up to 5 images a year and \$10 off for High-resolution TIFFs (600dpi). General personal use rates are applied for more than 5 images in a calendar year.

## COMMERCIAL USE

free	Lo-res JPEG w/watermark, web-only (<150dpi) up to 5
\$50	Standard JPEG (300dpi)
\$100	High-resolution TIFF (600dpi)
\$150	Press quality digital file or enlargement print (case-by-case)

Please contact us for questions or concerns:

847-446-0001

[whsadmin@winnetkahistory.org](mailto:whsadmin@winnetkahistory.org)

## NON-PROFIT USE

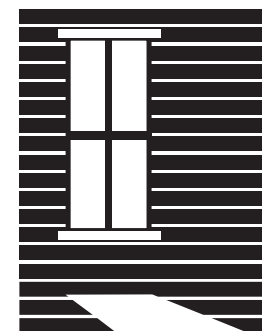
free	Lo-res JPEG w/watermark, web-only (<150dpi) up to 5
free	Standard JPEG (300dpi) - with credit
\$20	High-resolution TIFF (600dpi)
ask	Press quality or enlargement (case-by-case)

## PERSONAL USE

free	Lo-res JPEG w/watermark, web-only (<150dpi) up to 5
\$10	General public - Standard JPEG (300dpi) *
\$20	General public - High-resolution TIFF (600dpi)
ask	Press quality digital file or enlargement (case-by-case)

## EDUCATIONAL USE, BY EMAIL

free	If already scanned, free up to Standard JPEG (300dpi)
\$10	If not scanned or photographed, a \$10 scanning fee applies. Can be waived on a case by case basis.



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