

# Reproductions and Permissions Order Form

Please see the [fee schedule](#) for reproductions and permissions prices

- Permissions are granted on a one-time, one media use only. Additional language rights, additional media, or revised editions will incur separate permission to publish fees.
- Orders take approximately four weeks to fulfill from time of payment, depending on the nature of the order, with a non-guaranteed date of delivery.

## I. General Information

Price quotes will be provided when form is fully completed and submitted to [archives@historicnewengland.org](mailto:archives@historicnewengland.org). No images or permissions will be transmitted until payment is made in full.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Deadline for image(s): \_\_\_\_\_

(Requests with a deadline under two weeks are considered rush requests and will incur a rush charge.)

## II. Image(s) Requested

Please provide the following information to complete your request. All information may be found online via Historic New England's [Collections Access Portal](#).

GUSN Number(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Image Title(s): \_\_\_\_\_

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Please provide a link to the requested image(s) if GUSN is not located.

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**III. Type of Use (please check one):**

Personal use: \_\_\_\_\_ Not-for-profit: \_\_\_\_\_ Commercial: \_\_\_\_\_

**IV. Permissions (please check all that apply):**

**A. Publications**

Book: \_\_\_\_\_

Journal: \_\_\_\_\_

Magazine/Newsletter/Newspaper: \_\_\_\_\_

Print Run

Less than 2,000 \_\_\_\_\_

2,001-5,000 \_\_\_\_\_

5,001-20,000 \_\_\_\_\_

Cover: \_\_\_\_\_

Electronic: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Proposed Publication Date: \_\_\_\_\_

If this is a government report please indicate: Local: \_\_\_\_\_ State: \_\_\_\_\_ Federal: \_\_\_\_\_

**B. Exhibition and Public Displays**

Temporary (less than two years): \_\_\_\_\_ Permanent: \_\_\_\_\_

Return to Library and Archives Specialist, [Archives@HistoricNewEngland.org](mailto:Archives@HistoricNewEngland.org)



Exhibition title and dates: \_\_\_\_\_

Will this image be featured in a printed exhibition catalogue or promotional material?

Yes            No

**C. Other**

Website: \_\_\_\_\_ Website URL: \_\_\_\_\_

Film and Television Production: \_\_\_\_\_ Network / Production Company Name:

\_\_\_\_\_

Title of Production: \_\_\_\_\_

How long will the production run? Once: \_\_\_\_ every month: \_\_\_\_ two-year period: \_\_\_\_, if

other explain: \_\_\_\_\_

Web App: \_\_\_\_\_ Website URL: \_\_\_\_\_

Multimedia: (includes film and television, along with any promotional uses)

\_\_\_\_\_

Décor: (office buildings, restaurants, stores, hotels)

\_\_\_\_\_

Rights in Perpetuity: Contact Library and Archives

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