



## Digital Image & Reproduction Request Form

Thank you for your interest in obtaining photo materials and /or seeking permission to reproduce images from the Clark Center for Japanese Art and Culture collection. Please complete the form and return it via fax or post mail.

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

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Signature: \_\_\_\_\_

### **Art Object(s):**

*Please provide as much information about the artwork as possible. The CCJAC collection contains many objects of the same title, and any distinguishing information you can provide will help avoid researching delays. If possible, please fax or send a copy of the image(s) for the most accurate object identification.*

#### **Art Object #1**

Accession No: \_\_\_\_\_

Artist: \_\_\_\_\_

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

Medium: \_\_\_\_\_

#### **Art Object #2**

Accession No: \_\_\_\_\_

Artist: \_\_\_\_\_

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

Medium: \_\_\_\_\_

#### **Art Object #3**

Accession No: \_\_\_\_\_

Artist: \_\_\_\_\_

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

Medium: \_\_\_\_\_

## ***Reproduction Information:***

*If you would like to request permission to reproduce images, please complete the appropriate section based on the nature of your project. Please keep in mind that there may be a reproduction fee based on the specifications of your project. If you wish to add any additional information, please write in the Project Notes box below.*

Do you want to use a detail or crop any of the images?  Yes  No

If yes, specify image(s): \_\_\_\_\_

Are you requesting cover use?  Yes  No

If yes, specify image(s): \_\_\_\_\_

### **Print**

Project Type: <input type="checkbox"/> Book <input type="checkbox"/> Article <input type="checkbox"/> Thesis <input type="checkbox"/> Other
Title: _____
Author: _____
Publisher: _____
Territory/Distribution: _____ Language: _____
Print Run: _____ Release Date: _____

### **Broadcast/Digital Media**

Project Type: <input type="checkbox"/> Film/TV/Video <input type="checkbox"/> Website <input type="checkbox"/> CD/DVD <input type="checkbox"/> Other
Title: _____
Producer/Webhost: _____
Web address (if website) : _____
Territory/Distribution: _____
Print Run: _____ Language: _____

### **Project Notes:**

Please note that the file format is RGB Tiff 300 dpi.

**Please fax this form to (559)582-9546 or send it to the address below.**

**The Clark Center for Japanese Art and Culture**

**Curatorial Department**

**15770 Tenth Avenue, Hanford, CA 93230**

## ***Payment***

*Please select from the following:*

*Check or Money Order: Please make checks payable to the **Clark Center for Japanese Art & Culture***

*Visa*    *Mastercard*    *American Express*    *Discover Card*

*Card Number:*   \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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*Name as it appears on card:*   \_\_\_\_\_

*Signature:*   \_\_\_\_\_

*Payment Amount:*   \_\_\_\_\_

## ***Image Services Policy***

*The Clark Center for Japanese Art & Culture is pleased to offer high-quality images for publishing needs. The fee for a publication-quality image includes permission to use it for nonexclusive, one-time editorial use, inside books or periodicals, one edition, distribution worldwide. The fees are higher for other commercial uses.*

*All requests for images and/or reproduction permission must be submitted in writing and are subject to review and approval. Please download the [Digital Image Reproduction Request Form](#). Based on your project, we may require more information once your request has been submitted. Costs vary and will be determined based on your use and available photography.*

*Upon approval of your project, you will be sent a fee quote which includes photo materials, any applicable reproduction and shipping fees, etc. Photography does not exist for all objects in the Clark Center collection or may not be available in the format you request. In this event, new photography of the work can be arranged pending the approval of the curator. Please allow additional time for this service.*

*Upon your acceptance of fees, the Clark Center expects to receive payment and a signed contract before photo materials are delivered. Pre-payment may be made by US check (made payable to the Clark Center for Japanese Art & Culture), or credit card (American Express, Discover Card, MasterCard, or Visa). All payments shall be in US dollars; checks issued from non-US banks are not accepted.*

*Photographic material will be sent as soon as possible after receipt of payment. Please allow approximately two to three weeks for delivery, depending on availability of photos. Please let us know if you have a deadline. A surcharge will be added to requests requiring rush service.*

*The publication must include the complete credit line (including photo credit, if given) provided by the Clark Center. The applicant agrees to provide, gratis, including postage, two copies of the publication sent to the Clark Center at the attention of Image Services.*

*The Clark Center for Japanese Art & Culture in its sole discretion reserves the right to deny permission to any applicant whose product is not acceptable to the museum for any reason.*

*Agree* \_\_\_\_\_

