



Ordering and Reproducing Images from the Italian American Museum's Collection

Thank you for your interest in obtaining images from the collection of the **Italian American Museum of Los Angeles**. The Italian American Museum of Los Angeles (IAMLA) accepts requests to utilize select images from the Museum's collection for personal, educational, commercial and non-commercial use. Requests must be made in writing. Each request is separately considered, and permission is granted on a case-by-case basis at the sole discretion of the Museum.

Fees

Fees vary depending on the type and nature of the intended use. Upon receipt of this application, the Museum will provide the Image Fee Schedule, which details the full pricing information.

Rights and Conditions Governing Use

Conditions governing the use of reproductions provided by the IAMLA will be specified in a written contractual agreement generated by the Museum. Rights granted by the Museum are valid only upon the Museum's receipt of the signed agreement and payment of the amount specified in the agreement.

How to Order

Requests for permission to use or reproduce Museum images may be submitted electronically via info@italianhall.org. All requests for images and permission to reproduce are subject to approval. If fees apply, you will be invoiced, and pre-payment is required. Payment must be made in U.S. dollars. Accepted forms of payment include checks drawn from U.S. banks, money orders, credit cards and Paypal.

Processing Time

Most orders are processed within one week. For larger orders and re-scans, please allow 2-3 weeks for initial processing. In order for your order to be processed you must first agree to the Terms of Use and return the signed contract. Permission to use IAMLA images, if granted, shall be subject to the terms of use set forth at the links below.

Delivery

Digital files are delivered via FTP website or shipped on CD; images can also be sent via email. Usage fees include USPS domestic shipping charges; additional charges will apply for international and/or expedited FedEx shipments.



Order Form

Please complete a separate order for each image request.

Title/Description: _____ Artist (if applicable): _____

Accession number (if known): _____

Format needed (Circle one): **CD** **EMAIL – Standard Resolution** (600 DPI most images)

EMAIL – Other Resolution (Additional charges will incur)

Please describe in detail the intended use for image requested. Include how image will be used and for what type of production.

Please provide information about the publication in which the image will be used including medium, title, author, publisher, print run, retail price, etc.

Contact name: _____

Phone: _____ **Email:** _____

Mailing address: _____

Applicant will receive a permission contract/invoice for each approved request. After the museum receives a signed contract and payment, you will receive the requested material and a countersigned copy of the contract. Please allow three to four weeks from receipt of request for delivery.