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Published Materials; the credit line should appear on the same or facing page as the image or on a separate photo credits page. Each individual image used must be credited properly.

Films, Filmstrips, and Video Presentations; include the credit within the "Sources for Illustrations/Images" or "Credits" section of the production.

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PowerPoint: the credit line should appear on the same slide as the image, or on a separate photo credits slide. Each individual image used must be credited properly.

Eureka Springs Historical Museum – Statement of Intended Use of Materials

Submit to:

ESHM
95 S. Main St
Eureka Springs, AR 72632
info@eshmuseum.org

Date of Request:
Requester Name:
Organization:
Address:
City:
State:
Country:
Zip Code:
Phone:
Email:

Material requested:

Object Number(s) if known

Title or Description(s)

Use to be made of material requested:

☐ Book (cover) ☐ Book (interior) (print edition) ☐ eBook
☐ Related ancillaries (book)(ebook)
☐ Magazine/newspaper (print) ☐ Magazine/newspaper (online)
☐ Scholarly journal (print) ☐ Scholarly journal(online)
☐ Dissertation/thesis
☐ CD-ROM ☐ Video/ DVD ☐ Non-broadcast documentary
☐ Broadcast only& associated promotional use
☐ Broadcast & all media (excludes publicity use and future media not yet invented)
☐ Brochure/ catalog: Image size ¼ pg. ☐ 1/2 pg. ☐ 3/4 pg. ☐ Full pg. ☐ Cover ☐
☐ Online/ web site
☐ Smartphone /iPhone or Android Application (app)
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☐ Exhibition promotional materials
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Requester Signature Date_____

Use Approved (Eureka Springs Historical Museum Authorized Signature) Date_____

Note: Countersigned permission form and invoice for any applicable fees will be sent to the attention of the person requesting permission unless otherwise noted. Permission for use is not authorized until form has been countersigned by the Eureka Springs Historical Museum.

ESHM Fee Table

All fees are in U.S. dollars and must be paid in advance before work will proceed.

RESEARCH FEES - Priced Per Hour

If requested, non-profit and educational organizations must provide proof of tax-exempt status.	Non-Profit	For Profit / Commercial
Self-serve research is available via our website for free. (ESHMuseum.org/research) Research that requires ESHM staff resources is available for an hourly fee, and includes scanning.	\$15/hr	\$30/hr

COPY FEES - Priced Per Image

If requested, non-profit and educational organizations must provide proof of tax-exempt status.	Photocopies
BLACK AND WHITE - Letter or Legal Size Photocopy on Copy Paper	\$.50 each

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If requested, non-profit and educational organizations must provide proof of tax-exempt status. Official Eureka Springs CAPC-contracted publishers receive special rates.	Non-Profit (No Generated Revenue)	Non-Profit Fundraising (Use Generates Revenue)	For-Profit Commercial
RESEARCH - Personal, Study, and Classroom (Not for Reproduction)	\$0	n/a	n/a
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PRINT PUBLICATION, FOR SALE (20,001+ COPIES) - Per Edition Includes Books, Magazines, Calendars, Postcards, Maps, Brochures, Teaching Materials	n/a	inquire *	inquire *

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NEWSPAPER NEWS ARTICLES - EUREKA SPRINGS / CARROLL COUNTY 75dpi for electronic editions; includes discrete watermark	\$0	inquire *	inquire *
NEWSPAPER ADVERTISING - EUREKA SPRINGS / CARROLL COUNTY 75dpi for electronic editions; includes discrete watermark	inquire *	inquire *	inquire *
NEWSPAPER NEWS ARTICLES - NORTHWEST ARKANSAS MARKET 75dpi for electronic editions; includes discrete watermark	\$0	inquire *	inquire *
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SPECIAL FEES May be charged for some for-profit requests at the discretion of ESHM.			

* Please inquire about these uses, as they require additional project details before the use rate can be set.