



## REQUEST FOR IMAGE USE\*

Use this form to request images of CSPG's posters for your project. **Please note:** CSPG charges an image use fee of \$100 per image for providing high resolution files (300 dpi) for reproduction in any printed materials, plus any applicable digitization fees.

All requests require a review process. Turnaround time depends on the size and nature of the request. Most of the image requests we typically receive take 10-15 business days. Rush fees will apply for images requested less than 10 business days advance of a deadline.

CSPG does not hold copyright for any items in the collection. It is the responsibility of the Requestor to make any and all additional arrangements for use and to obtain reproduction permission from the artist or artist's representative.

Name/Organization:

Address, City, State, Zip:

Phone:

Email:

**Who/What is the purpose of this project? (Check which applies and answer questions below)**

- If for publication, give author, title, publisher, anticipated date of release, and print run.
- If for exhibition, give title, venue name and address, and dates of opening/closing\*\*
- If professor/teacher, give name & address of school, age/grades of students, and course titles.
- If student, give name & address of school, course title/teacher/dissertation advisor, degree sought and anticipated graduation date.
- If non-profit, give name, address and phone number of organization.
- If commercial, give name, address and phone number of company as well as the end product (film, clothing, print material, etc.)

**Detailed description of project or use of images (maximum one page):**

If you have a list of images, please list them below with the Title, Maker/Artist name, and CSPG ID Number (if known).

(Continued on next page)

*Email the completed form to: [archives@politicalgraphics.org](mailto:archives@politicalgraphics.org)*

Do you require assistance with identifying and/or contacting the copyright holders of these images? Check ONE below:

Yes

No

I'm not sure how to answer

Format: (JPEG or TIFF)?

Resolution: (DPI)?

Final Production Size: (for example, 8" x 10")?\*\*\*

Project Deadline:

How did you find out about CSPG?:

\*It is the responsibility of the Requestor to make any and all additional arrangements for use and to obtain reproduction permission from the artist or artist's representative in cases where copyright is not held by the Center for the Study of Political Graphics. CSPG assumes no responsibility for any royalties or fees claimed by the artist or on the artist's behalf.

\*\*CSPG will produce and loan reproductions for exhibition display with the permission of the artist(s), \$200 minimum fees. To allow enough time for securing permissions, photography, and printing, please submit your request at least 6 weeks in advance of installation.

\*\*\*CSPG staff can photograph posters up to 300 DPI at original size.

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