

The Filson Historical Society

Department of Photographs and Prints

Image Order Guidelines

To place an image order with The Filson's Department of Photographs and Prints, please send us the information outlined below. Please note that response time can vary, and we process requests in the order in which they are received. Orders can take up to 7-10 business days **after** paperwork and payment have been received. Please let us know if you need your item by a specific date, and we will attempt to accommodate you. **All orders require pre-payment.**

1) IMAGE INFORMATION

Provide a list of the image(s) you would like reproduced. Include the item ID, Collection Name, and/or any other identifying information. **Please be as specific as possible when making your image request; if you have access to a copy of the image, provide us with a photocopy or emailed copy and include the citation.**

2) IDENTIFICATION

- Name
- Company/Institution Name
- Mailing Address
- Telephone/Fax Number
- E-mail Address

3) PROJECT INFORMATION - choose professional/personal use and provide the requested info.

Professional Use [Publication, advertising, exhibition, film, website, presentation, etc.]

- Title
- Author
- Publisher/Producer:
- Date(s) of intended publication, broadcast, exhibition or presentation:
- Distribution (North America, Europe, Asia or World):
- Language(s) in which it is to be published:
- Non-Profit or Commercial use?
- Publication/exhibition/broadcast use? [Please be as specific as possible about the intended use of the image(s). Ex: Inside text/editorial, book cover, advertising, public display, commercial/educational]

Personal Use

Your permission form will state that the image is to be used for personal/research use only. Any further use will require a new permission form and the appropriate fees will be assessed.

4) IMAGE SIZE AND FILE TYPE **Please note, we do not resize or edit images.*

- DPI (Any image reproduced over 600dpi will incur additional fees.)
- TIFF/JPEG file type
 - Delivery method will be online via Dropbox and is no additional charge

After we have received the above information, you will be provided with a price quote for your reproduction and use fees, if applicable. **We will then e-mail a permission form and invoice to you. We require payment before the order is processed, and must receive the signed hard copy of the permission form before your order can be sent to you. Please send all paperwork and payments to the address or fax below, attn: Heather Potter. This is important for the timely processing of your order.**

Normal turnaround time from receipt of payment to shipment is seven to ten business days; however special orders require more time and may include additional fees.

If you have any questions or need more information, please e-mail or call our office.

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