

**PAMPLIN HISTORICAL PARK**

**COLLECTION IMAGES SERVICES FEES**

**Production and Permission Fees**

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Requests for images intended for personal use must be submitted using the “Image Request Information” form. This form provides Pamplin Historical Park with information about the user’s topic of research, which is sufficient to evaluate most requests for production and permission for use, and if approved, provide the user with an invoice for prepayment. To obtain an “Image Request Information” form, users should email [generalmailbox@pamplinpark.org](mailto:generalmailbox@pamplinpark.org). Users may also mail their request to *Pamplin Historical Park, Attn: Collections, 6125 Boydton Plank Road, Petersburg, VA 23803*. **Official written permission for use, along with credit line information, will be forwarded to the user pending project approval and payment of any applicable fees.**

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Requests for images intended for publication, video production, Web use, exhibition, or public project use must be submitted using the “Image Request Information” form. This form provides Pamplin Historical Park with information about the user’s project, which is sufficient to evaluate most requests for production and permission for use, and if approved, provide the user with an invoice for prepayment. To obtain an “Image Request Information” form, users should email [generalmailbox@pamplinpark.org](mailto:generalmailbox@pamplinpark.org). Users may also mail their request to *Pamplin Historical Park, Attn: Collections, 6125 Boydton Plank Road, Petersburg, VA 23803*. **Official written permission for use, along with credit line information, will be forwarded to the user pending project approval and payment of any applicable fees.**

**Production Fees**

All users are charged with an image production fee. Total production fees are affected by the nature of the original material ordered as well as the user’s desired end product. All original digital files remain the property of Pamplin Historical Park and are not available for purchase.

Unless CD media is requested (in case of the request for multiple images), delivery of digital images will be via email attachment, or, in the case of large files, via compressed zip download.

600 dpi image, JPEG file…………………………………………………………………………………………..$20.00

CD Media fee…………………………………………………………………………………………………………….$5.00

Orders requiring the shipment of CD Media will incur additional shipping fees.

First Class, U.S. Mail…………………………………………………………………………………………………$10.00

FedEx Overnight………………………………………………………………………………………………………$30.00

**Permission Fees**

In addition to the above stated fees, user requesting images for any application other than for approved personal research will be charged an image permission fee. Said fee is for one-time, one-use publication.

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Images of objects in Pamplin Historical Park’s collection are for one-time, one-use publication.

Virginia distribution………………………………………………………………………………………………….$50.00

Regional distribution………………………………………………………………………………………………$125.00

National distribution……………………………………………………………………………………………...$175.00

International distribution……………………………………………………………………………………….$275.00

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Broadcast production……………………………………………………………………………………………….$200.00

Home video……………………………………………………………………………………………………….……..$200.00

Web streaming video…………………………………………………………………………………………..……$200.00

Cover use (multimedia packaging)…………………………………………………………………………….$450.00

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If the user desires to take their own photos of an item in the collection (for research purposes only), they must make an appointment with the collections manager for access. Appointments will accrue a charge of **$25 per hour**, charged in one-hour increments.

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