ABRAHAM LINCOLN PRESIDENTIAL LIBRARY & MUSEUM

Effective February 1, 2011

FEES TO BE CHARGED PER ITEM
Prices are per format
One-time use only

Non-profit corporations:

Using a photographic image in books, E-books, periodicals, or other published works. Also PowerPoint use in K – College.	$ 25.00
Using a photographic image for book covers, posters, greeting cards, merchandise, bookmarks, or packaging wrappers.	$ 75.00
Using a photographic image for film, CD-ROM, DVD, PowerPoint, video, or other electronic formats.	$100.00
Using a photographic image for an exhibit.	$100.00
Using a photographic image for advertising purposes.	$150.00
Using moving images. $150 first minute; $75 each minute thereafter.	$150.00 minimum
Using a photographic image per website. 5-year term.	$175.00
Bundle using a photographic image for film, DVD, AND promotional use on the internet. 5-year term for internet use.	$300.00
Digital Files – delivered as e-mail attachment. 72 dpi: low resolution scan, JPEG format. 300 dpi: resolution scan (personal use ONLY) Scan at higher resolution or of oversized original (over 12x18)	First 10 low res requests are free $3.00 each additional $ 20.00 Call for price
Prints – specify matte or glossy, color or black & white. 5x7 8x10 11x14 Larger than 11x14 (oversized)	 $ 15.00 $ 20.00 $ 25.00 Call for price

***** Payment is accepted in the form of cash, check, or money order made payable to: Abraham Lincoln Presidential Library & Museum (ALPLM)**

Should you have any questions please contact:

Lincoln Images	**Non-Lincoln Images**
Jennifer Ericson 217-558-8921 Abraham Lincoln Presidential Library 112 North Sixth Street Springfield, IL 62701 Email: Jennifer.Ericson@illinois.gov	Mary Michals 217-785-7955 Abraham Lincoln Presidential Library 112 North Sixth Street Springfield, IL 62701 Email: Mary.Michals@illinois.gov

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For-profit Corporations, Private Businesses, or Individuals:

Using a photographic image in books, E-books, periodicals, or other published works. Also PowerPoint use in K – College.	$ 50.00
Using a photographic image for book covers, posters, greeting cards, merchandise, bookmarks, or packaging wrappers.	$150.00
Using a photographic image for film, CD-ROM, DVD, PowerPoint, video, or other electronic formats.	$200.00
Using a photographic image for an exhibit.	$200.00
Using a photographic image for advertising purposes.	$300.00
Using moving images. $300 first minute; $150 each minute thereafter.	$300.00 minimum
Using a photographic image per website. 5-year term.	$350.00
Bundle using a photographic image for film, DVD, AND promotional use on the internet. 5-year term for internet use.	$600.00
Digital files – delivered as e-mail attachment. ☐ 72 dpi: low resolution scan, JPEG format. ☐ 300 dpi: resolution scan (personal use ONLY) ☐ Scan at higher resolution or of oversized original (over 12x18)	First 10 low res requests are free $ 5.00 ea. additional $ 25.00 Call for price
Prints – specify matte or glossy, color or black & white. ☐ 5x7 ☐ 8x10 ☐ 11x14 ☐ Larger than 11x14 (oversized)	$ 20.00 $ 25.00 $ 30.00 Call for price

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MATERIALS REQUEST FORM

Description of Item Requested (Use One Box Per Item)	Print Size	CD-Windows	E-mail
		_____ JPEG _____ #DPI _____ TIFF	_____ JPEG _____ #DPI _____ TIFF
		_____ JPEG _____ #DPI _____ TIFF	_____ JPEG _____ #DPI _____ TIFF
		_____ JPEG _____ #DPI _____ TIFF	_____ JPEG _____ #DPI _____ TIFF
		_____ JPEG _____ #DPI _____ TIFF	_____ JPEG _____ #DPI _____ TIFF
		_____ JPEG _____ #DPI _____ TIFF	_____ JPEG _____ #DPI _____ TIFF

- Material from the **Audio-Visual** collection should include description of image, & name of collection (if applicable).
- Material from **Published Materials** should include author, title, edition, call number if necessary, and date & pages to be copied.
- Material from **Newspapers** from hard copy should include title of article, newspaper title, place of publication, date, page & column.
- Material for publication purposes from **Manuscript** collections should include the name of the collection, the box, and folder number.
- Material from the **Lincoln** collection should include a description of each item.

Signature: _____ Date: _____

Name (print): _____ Title: _____

Company Name: _____

Address: _____

Telephone: _____ Email Address: _____