



Museum Collection – Photo Archive Photographic Services & Cost Recovery Schedule

Images are provided on a cost recovery charge-back basis in accordance with 43 USC 1460 and National Park Service policy (see below for payment information). Certain materials in Chaco Culture NHP's photo archive may be protected by the U.S. Copyright Law (Title 17, U.S.C.), or restricted by NPS gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Please refer to the Copyright and Privacy Restrictions form for all terms and agreements regarding the use of copyrighted materials.

Photograph requests are dealt with on a first come first serve basis. Please allow 2 to 4 weeks for delivery for digital orders. If order exceeds 25 images, delivery time will increase to 6 to 8 weeks. Orders exceeding 75 images will be completed based on staff availability. *No rush orders are accepted.* Fulfillment time for requests for photographic prints from negatives or copies of slides will depend on the schedule of the photographic lab doing the order.

The park photo archive contains tens of thousands of images. You are welcome to make an appointment to come into the archive to search for images yourself, or order specific images if you know the image number. Many of our images are cataloged and a database can be searched onsite. However, if you make a request for generic images and park staff must search for images that match your description, a Search Fee will apply, at the hourly rate of \$40.00, with a one hour minimum. If you choose to use this service, park staff will work with you to locate images to fill your needs. Park staff will make every effort to accommodate your schedule, but this service will be based on staff availability.

If you know the image numbers of the images you want, please sign the Conditions for Publication Use and Copyright Restrictions Form and fill out the Order Form and Cost Recovery Charge Form. Mail, fax, or email these forms with your payment to:

Chaco Culture NHP Museum Collection
Hibben Center, Rm 307
450 University Blvd. NE
Albuquerque, NM 87106

Phone: 505-346-2871
Fax: 505-346-2523
email: CHCU_curation@nps.gov

If you would like to make an appointment to come into the archive, call 505-346-2871 or email CHCU_curation@nps.gov..]

If you want NPS staff to locate images for you, call or email the curator to discuss your needs.



Conditions for Publication Use of Digital and Reproduced Images

- Images must credit Chaco Culture National Historical Park in the caption, as noted below. If applicable, also include the photographer's name.
Courtesy Chaco Culture National Historical Park, Photo Archives,
Image # [*please insert the image number*]
- Permission is for a one-time, non-exclusive use of the image(s). For additional use, you must submit a request and pay for another use of the image. Contact museum curator for permission to publish letter.
- Permission is for a single edition of the publication to be published by the publisher.
- User agrees to obtain all intellectual property rights, including copyright from the rights holder, if the rights holder is not the National Park Service.
- User agrees to prohibit third party use of the image.
- User agrees to release and discharge Chaco Culture National Historical Park and the National Park Service from any and all claims and demands arising out of, or in connection with, the use of the image, including without limitation any and all claims with regard to intellectual property rights, such as copyright, privacy, publicity, libel, and related legal issues.
- User understands that the use of the image does not surrender Chaco Culture National Historical Park or the National Park Service's right to use or grant others permission to use the image.
- User agrees to furnish Chaco Culture National Historical Park Photo Archive with a complimentary copy of the publication.
- User agrees to prepay all costs, unless otherwise arranged.
- User agrees that all images cannot be altered without written permission of Chaco Culture National Historical Park Museum Collection.

Agreed to by:

Print Name

Date

Signature

**CHACO CULTURE NHP
IMAGE ORDER FORM
(Attach to Cost Recovery Charge Form)**

Duplication Order No. _____ Date: _____

Name: _____

Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Image #	Format (Digital/Print/Slide)	DPI	Special Instructions

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Signature: _____ Date: _____

**COST RECOVERY INVOICE
 (Attach to Image Order Form)**

DIGITAL IMAGES

Administrative Service Charge per Order				\$19.00
Digital Images	DPI	# of Images	Cost/Image	
1-4 Images			\$18.00	\$
5-9 Images			\$14.00	\$
10+ Images			\$10.00	\$
CD-ROM & Shipping				\$5.00
Email file less than 7 MB				FREE
TOTAL				\$

PRINTS/SLIDES/NEGATIVES

Administrative Service Charge per Order				\$54.00
Prints/Slides/Negatives ¹	Size	#	Cost/Image	
Print from 35 mm negative	4 x 6"		\$0.75	\$
	8 x 10"		\$7.00	\$
Print from 4x5" negative	4 x 5"		\$5.50	\$
	5 x 7"		\$9.00	\$
	8 x 10"		\$13.50	\$
	4x5 contact sheet (4/sheet)		\$6.50	\$
Slide from slide	--		\$1.50	\$
Slide from print	--		\$5.00	\$
B&W negative from slide	--		\$5.00	\$
Copy negative	35 mm		\$4.00	\$
Copy negative	4 x 5"		\$10.00	\$
Shipping				
<input type="checkbox"/> Standard Shipping (via Priority Mail)				\$ 5.00
OR Special Delivery Charge (via FedEx)				
<input type="checkbox"/> Overnight	\$18.00			
<input type="checkbox"/> 2-Day	\$12.00			
TOTAL				\$

¹ Vendor prices subject to change

Payment:

- Money order or certified check (must be received before order is processed). Make check payable to: NPS – Chaco Culture NHP. Mail to address below.
- Credit card: Visa Mastercard
 Name on card: _____
 Account #: _____ Exp. Date: _____
 Signature: _____

For park use: Authorization # _____ Date: _____ Initials: _____ Check #: _____
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I, the researcher, understand and agree to the above terms and will indemnify, defend, save, and hold the National Park Service harmless from all claims, demands, losses, or damages (including attorney's fees and expenses) arising out of any legal action, settlement, or adjustment resulting from my not having followed the guidelines provided above.

Printed Name

Signature

Date