



ORDER FORM
PHOTOGRAPHIC REPRODUCTIONS
HISTORIC COLLECTIONS & ARCHIVAL MATERIALS

The Office of Parks, Recreation and Historic Preservation (NYS OPRHP) charges fees for the use of our collection images. These fees help to fund ongoing efforts to care for our Historic Collections and further the availability of digital images. We are committed to keeping images affordable and to encouraging their use. Please let us know how we can help you complete your project.

Use this form to request images of historic collections and archival materials that are owned by the State of New York and under the jurisdiction of NYS OPRHP. Permission to use images is subject to the terms and conditions listed at the end of this order form.

Please type or print information clearly. Items must be identified by accession or catalog number. NYS OPRHP will respond to requests within 7-10 business days of receipt of a complete application. This response will include information about the availability of the requested images along with an itemized list of fees. Orders will not be processed until full payment has been received.

Requests may be submitted by mail or email.

By Mail: NYS OPRHP, Bureau of Historic Site and Park Services
Attn: Collections Management Unit
P.O. Box 189
Waterford, NY 12188

By Email: kelli.smith@parks.ny.gov

Direct any questions regarding photographic reproductions of historic collections to the Collections Management Unit at 518-268-2149. Office hours are Monday through Friday, 8am to 4pm, except State holidays.

Date:

1. Applicant's Contact Information

Title	First Name	Last Name		
Institution/Affiliation		Position/Job Title		
Street Address				
City	State	Country	Zip Code	
Email Address		Telephone Number		

2. Object Information (attach additional copies if needed)

Accession Number	Description	Media Requested						Size	Quantity
		Digital File (300 dpi, JPG/TIFF)	Digital Print		Photographic Print				
			B&W	Color	B&W	Color			

3. Intended Use

☐ Publication

Title of Article/Paper: _____

Title of Publication/Project: _____

Author(s): _____

Publisher(s): _____

Anticipated Publication Date: _____

Distribution: _____ North America _____ Worldwide _____ Other Regions

Anticipated Print Run/Quantity: _____

Publication Format:

_____ Print _____ E-Book/E-Journal _____ Website _____ CD/DVD

Type of Use (select all that apply):

_____ Front Cover

_____ Back Cover/Inside Jacket

_____ Inside Editorial Use

_____ Other Usage (specify): _____

☐ Broadcast or Film Production

Title of Project: _____

Network(s): _____

Anticipated Date of First Showing: _____

Distribution: _____ North America _____ Worldwide _____ Other Regions

Types of Use (select all that apply):

_____ Broadcast/cablecast/satellite program

_____ Documentary

_____ Feature Film

_____ Webcast/Webstreaming

_____ Other Usage (specify): _____

☐ Research, Study, or Personal Use *Please include a brief description of intended use:*

☐ Other *Please include a brief description of intended use:*

Types of Use (select all that apply):

_____ Merchandise/commercial products (e.g. calendar, poster)

_____ Advertising/promotional

_____ Social Media, identify platform(s): _____

_____ Other Usage (please specify): _____

4. Deadline(s) *Please include any deadlines associated with your project and the receipt of file(s).
OPRHP cannot guarantee that your deadlines will be met if you do not schedule accordingly. Rush fees may apply.*

5. Delivery

Digital image files will be delivered via electronic method (Dropbox, WeTransfer, etc.) unless otherwise specified by request.

Additional fees may be associated with alternate delivery methods. If you require a different method for delivery, please specify in the space below:

6. Acknowledgement

I hereby acknowledge and accept the "Terms and Conditions of Use." I understand that payment in full is required before delivery and that there are no returns, refunds or exchanges.

Signature

Date

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- 8 The applicant is liable for payment of all fees upon presentation of an invoice. Products will not be released until payment has been received in full. Fees are not refundable.
- 9 Applicant must provide two (2) complimentary copies of final publication or image usage to the Collections Management Unit at NYS OPRHP for archival purposes.
- 10 Applicant must permanently delete image file(s) following approved usage.