**PHOTO REQUEST POLICY**

# Purchase Information

Images may be provided in these formats:

* Digital file on CD
* Email attachment as a JPG file

Sorry, we cannot provide originals.

# Rates

One-time use for a commercial purpose is $100 per image. Fees for usage by media, nonprofit, educational or interagency purposes may be waived at the director of marketing’s discretion.

# Billing

The Texas Historical Commission (THC) must receive payment by check before the order is filled. Payments should be made to: Friends of the Texas Historical Commission, Marketing Communications Division, P.O. Box 12276, Austin, Texas 78711-2276.

# Copyright and Credit

The THC retains ownership and copyrights to all images. The THC gives no exclusive rights for use of graphic materials. Permission will be granted for one-time use only.

Any subsequent use of the material requires the written permission of the THC. No reproduction or usage is allowed other than that which is stipulated on the invoice. Additional payment will be required if reused in another manner. Alterations to the image are not permitted. The THC will vigorously enforce its rights under the copyright laws.

Reproduced images must be accompanied by the credit line: “Photo, Texas Historical Commission.”

A copy of any publication containing reproductions of THC materials must be sent to the THC without charge. Customers publishing THC materials on a web site must provide the THC with the URL for the site.

Requests will be filled when time is available. The THC reserves the right to limit the number of photos provided per request.

 **PHOTO REQUEST FORM**

**Name:**

**Organization:**

**Address:**

**City, State:**

**Phone:**       **Fax:**      **Email:**

**Requested photo(s):**

**Intended use of image(s):**

For THC use only:

C#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred format (please check one):**

Digital file on:

[ ]  CD
[ ]  Email attachment

I have read, understand and will comply with the THC’s photo policies.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

Email or fax the completed form to thc@thc.state.tx.us or 512.463.6374. Please make checks payable to “Friends of the Texas Historical Commission” and mail checks and form to: Andy Rhodes, Texas Historical Commission, P.O. Box 12276, Austin, TX, 78711.

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