

REQUEST GUIDELINES

APPLICATION PROCESSING

The Museum of Contemporary Art Chicago reserves the right to deny an image/media request. Materials are delivered electronically unless otherwise requested. Standard processing may take 2 to 5 weeks. Rush service guarantees receipt of image(s) in 7 to 10 business days for an additional fee of 25%.

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1. Low-resolution image files (JPEG, 72 dpi, 1600 pixels on the longest side) and read-only videos are provided for research purposes and are NOT for reproduction.
2. In the case of research, fees are generally not applicable but if necessary, will be quoted on an individual basis.
3. In the event a researcher wishes to publish the image(s)/media obtained from the MCA for any purpose, the MCA must be contacted to secure further permissions and reproduction-quality content.

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1. Permission is granted for only ONE usage in ONE publication/project/video, ONE edition, and ONE language. Additional uses, including subsequent language and revised editions, will be considered upon written application. Reuse of any material is subject to the approval of the MCA. MCA material cannot be sold or given to another person, or made available to another person or institution.
2. Reproductions must be made from images/media supplied by the MCA.
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4. Reproduction rights for images/media are not granted until the Reproduction Agreement (to follow) has been signed by the Applicant and countersigned by MCA staff.
5. One (1) copy of the publication containing the reproduction must be provided, free of charge, to the MCA, attn: Rights and Images, 220 East Chicago Avenue, Chicago, IL 60611
6. High-resolution digital images, video, and text files are provided for scholarly, non-profit, and commercial purposes and follow the fee schedule posted. Additional preparation fees may apply if new photography, scanning, or video recording is required in order to provide publication-quality media. Fees are subject to change without notice.
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9. Failure to insert proper copyright credit line and caption information shall result, at MCA's option, in either a revocation of this license or a 100% surcharge on the invoiced amount.
 - In the case of image reproductions, proper documentation, including ownership and photography credits, must appear: directly under the reproduction, on the facing page, on the reverse, in a list of illustrations, and/or in an appendix. The minimum required documentation includes: artist's name, *title*, and date created. Ownership and photography credits must read exactly as specified by the MCA in the Reproduction Agreement (to follow).
 - In the case of video reproductions, proper documentation, including video operator and editor credits, must appear.
10. When requested, color proofs/video must be submitted before publication and approved in writing by the MCA.

APPLICATION FOR IMAGES & MEDIA

NOTICE:

Please complete and submit this application to the Museum of Contemporary Art Chicago. By completing this form, you are agreeing to the guidelines provided on page 2. If your request is approved, you will be provided with further instructions and, if applicable, a cost proposal.

SUBMIT:

Email: imageservices@mcachicago.org Mail: Rights & Images Department
Fax: 312-397-4099 Museum of Contemporary Art
220 East Chicago Avenue
Chicago, IL 60611

APPLICANT INFORMATION

NAME: _____ EMAIL: _____ MAILING ADDRESS: _____
COMPANY: _____ PHONE: _____ BILLING ADDRESS: _____

OBJECT INFORMATION

ARTIST/MAKER: _____
TITLE OF WORK(S)/EXHIBIT: _____
MEDIUM: _____
ACCESSION NUMBER(S): _____
ADDITIONAL INFORMATION: _____

PROJECT DETAILS

(WORKING) TITLE: _____
AUTHOR/EDITOR/DIRECTOR/
PRODUCER/DESIGNER: _____
PUBLISHER: _____
PRINT RUN/TERM LENGTH: _____
LANGUAGE(S): _____
PUBLICATION/RELEASE DATE: _____
IMAGE PLACEMENT: INTERIOR COVER

SPECIFIC USE (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Research (not for reproduction) | <input type="checkbox"/> Book/Catalogue/Textbook | <input type="checkbox"/> Website/Internet Use |
| <input type="checkbox"/> Commercial (for reproduction) | <input type="checkbox"/> Magazine/Journal | <input type="checkbox"/> Exhibition Promotion |
| <input type="checkbox"/> Non-profit/Scholarly (for reproduction) | <input type="checkbox"/> E-book | <input type="checkbox"/> Education Materials |
| <input type="checkbox"/> Television Broadcast/Film/Video | <input type="checkbox"/> Merchandise | <input type="checkbox"/> Other: _____ |

TIMELINE

DEADLINE: _____
RUSH ORDER: YES* NO
(*involves additional fees)

MCA OFFICE USE ONLY

Record Number: _____ Total Fees: _____ Notes: _____
Received By/Date: _____ Material Delivery: _____
Publication/Project Received: _____