

HIRSHHORN

HIRSHHORN IMAGE REQUEST FORM

Image Requests: Complete a Request Form for any image of an accessioned artwork for any use. Use **Additional Information** for more than three artworks. Accession numbers can be found on the Hirshhorn website or the Smithsonian Collections Search.

Permissions Only Requests: Check *"No Image Requested - Permissions Only"* under **Additional Information** if you're requesting additional permission for a previously provided image.

Exhibition Image Requests: Enter your request under **Additional Information** if you're requesting exhibition, stock, or archival images.

Send completed request forms and any questions to the **Image Request Coordinator** at HMSGCollections@si.edu.

ALL requests require 8 weeks to fulfill or be subject to a **\$30 to \$60 Rush Fee per requested image**. More information can be found here. ***Required Fields are marked with an asterisk and in red.**

*DATE REQUESTED:		*DEADLINE:	
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REQUESTOR INFORMATION
*Name:
*Museum/Affiliation:
*E-Mail:

INTENDED IMAGE USE
*Type of Publication:
*Title:
*Author(s)/Editor(s):
*Publisher(s):
*Language(s):
*Print Run:
* Publication Date:

***Enter accession number(s), artist's name(s), title of work(s), date, and intended reproduction size per object:**

ACCESSION NUMBER	ARTIST	TITLE OF WORK	DATE	REPRODUCTION SIZE (half or full-page)	
				half-page	full-page
				half-page	full-page
				half-page	full-page

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ADDITIONAL INFORMATION

No Image Requested - Permissions Only

REQUESTED IMAGE FORMAT AND DELIVERY

high-resolution TIF image

low-resolution JPG image

Image Resolution Minimum:

Image Dimensions Minimum:

Image Delivery Contact (E-Mail):

IMAGE USE PERMISSIONS

The Photo Services Office provides permission to reproduce the provided image(s) of Hirshhorn accessioned object(s). Permissions must be renewed for each reprint, edition, or version for each publication. The Office will send a Permission Letter for each request. The Letter will contain Object Information, Object Credit Line(s), Image Credit Line(s), and Image Use Guidelines.

Requestors are responsible for obtaining artist rights to publish. Please contact ARS, the major U.S. artist copyright organization, or the artist's estate for additional rights.

***PERMISSIONS CONTACT INFORMATION:** Enter preferred contact for who and where Hirshhorn should send the permission letter.

Use Requestor Information

Name:

Museum/Affiliation:

Mailing Address:

E-Mail:

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PHOTO SERVICE FEES PAYMENT

The Photo Services Office provides a Photo Services Fee estimate with the initial response to each request. **Payment is due before images are sent and within 30 days of the invoice being sent.** We accept payment via credit card, check or wire transfer.

INVOICE INFORMATION: <i>Enter preferred contact for who and where Hirshhorn should send the invoice.</i>
<input type="checkbox"/> Use Requestor Information
Name:
Museum/Affiliation:
Mailing Address:
E-Mail:

Credit Card Payments are accepted via fax or by phone to the **Digital Asset Manager**. Fax forms by request. *Please note, due to the ongoing Covid pandemic, most staff are working remotely. Scheduled phone payments are preferred.*

Fax: **202-312-1995**
Phone: **202-633-2804**

Make **Checks** payable to **Hirshhorn Museum and Sculpture Garden**. Send **with invoice** to:

Attention: **Photo Services**
Hirshhorn Museum and Sculpture Garden
P.O. Box 37012 MRC 355
Washington D.C. 20013-7012

Wire Transfer bank information is available by request. A **\$25 Bank Fee** will be added to **international** wire transfers.

PAYMENT METHOD	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Wire Transfer (Domestic)
<input type="checkbox"/> Check	<input type="checkbox"/> Wire Transfer (International, additional \$25 Bank Fee)