



Fee Schedule

Please contact Imaging Services for estimates on pricing. Staff time will be included in pricing. Note that the College can only provide estimates for some imaging requests; only when the project is complete can the College assess a precise fee. For unusual, large, or open-ended requests, the College may request a down payment.

Payment

The fee is based on three components: a publisher-specified copyright fee, a service charge, and postage fee (if applicable). Refer to the fee schedule below or please contact us for an estimate.

Payment must be made in advance and can be made using the following methods:

- Credit/debit card (we accept Visa and MasterCard).
- A check in U.S. dollars written on a U.S. bank made payable to The College of Physicians of Philadelphia.

Upon receipt and approval of the request, an invoice will be sent to the requestor for payment and signature. The **Request for Images/Permission to Use Agreement** form, signed by a College official, constitutes the license agreement.

Although most requests can be filled within four-to-eight weeks of receipt, some requests may take longer. Once an order has been placed, the College will e-mail the requester to clarify requirements and delivery expectations.

Reprint Rights

Please provide a copy of the previous permission agreement. The College issues permission for publication only from the black-and-white, color, or digital image originally licensed.

Fees

Fellows of The College of Physicians of Philadelphia receive a 50% discount on fees.

Reproduction fees:

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|---|---------|
| • Standard production fee per item | \$10.00 |
| • Use of photographic images in books, periodicals & other published works. | |
| Non-profit | \$25.00 |
| For profit | \$75.00 |

- Use of photographic images for book covers, posters, bookmarks.

Non-profit	\$75.00
For profit	\$300.00

- Use of photographic images for film, CD-ROM, DVD, PowerPoint, ,and video productions.

Non-profit	\$100.00
For-profit	\$200.00

- Images for an exhibit.

Non-profit	\$100.00
For-profit	\$200.00

- Use of photographic images for advertising purposes.

Non-profit	\$150.00
For-profit	\$500.00

- Use of photographic images for Internet purposes.

Non-profit	\$175.00
For-profit	\$300.00

*Copyright/permissions are as follows (fee is **per image**):*

- \$25 - educational purposes
- \$50 for non-profits, general fee per image
- \$150 for higher-run or commercial books, publications per image
- \$250 for television, film, video productions per image

Images:

- \$50 scanning – per image – if scanned in-house
- \$50 for new photography – per hour – if conducted by staff
- Invoice for fees if processed outside of the College.

Original photography of collections:

- \$100 flat fee for set-up
- \$50 per hour staff supervision fee for the time spent shooting (two hour minimum)
- After-hours fees to be priced by request

Other

- \$200 rush fee for requests needed in fewer than two weeks