

**RIGHTS & REPRODUCTIONS APPLICATION FORM**

Printed Collection  
Manuscripts Collection  
Graphics Collection  
Museum Collection

*the* Rhode Island Historical Society

*Registrar's Office*

121 Hope Street - Providence, RI 02906-2098

Phone: (401) 273-8107 ext. 21

Fax: (401) 274-6852

Email: Reproductions@rihs.org

To submit your request, please fill out this form and mail or fax it using the above information. Should you have any questions please contact Rights & Reproductions during our regular business hours: Wednesday and Friday, 10:00 AM - 5:00 PM, and Thursday, 12:00 PM - 6:00 PM.

- Do not send payment with this form.
- You will receive a quote in 3 to 7 business days.
- A photocopy of each of the images requested must accompany this form for verification purposes.
- Your order will take **4 to 6 weeks** to complete after receipt of payment, orders requiring photography may take longer.
- All fees paid are nonrefundable.
- Rush service is not available at this time.
- Publication rights may be obtained separately from image reproductions.
- Forms will be returned if incomplete. Orders will be processed in the order in which they are received.

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**How would you like to receive your price quote?** (Circle one)    Fax    Mail    Phone    Email

**APPLICATION TYPE**     **Image Reproduction**     **Publication Rights**     **Image Reproduction & Publication Rights**

**Image Reproduction: How would you like to receive the image(s)?** (Circle one)

Federal Express    Regular Mail    Email    Pick up    Other: \_\_\_\_\_

**REPRODUCTION INFORMATION**

**Research use only – not to be published or copied in any way.**

**Publication Use:**     Commercial     Non-Profit: Tax Exemption #: \_\_\_\_\_

Title of Publication: \_\_\_\_\_

Author of Publication: \_\_\_\_\_

Name of Publisher: \_\_\_\_\_

Print Run/Circulation: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Type of Publication/Use (book, textbook, magazine, video, home decor, display, etc.): \_\_\_\_\_

Please provide the following information for each image. Include a **negative number** (RHi) and/or detailed **citation** (collection name, collection number, box, folder, page). For large orders photocopy page 2, fill it out, and attach it to the application. Attach a photocopy of each image to the application if possible, especially for images that do not have negative numbers.

**EXAMPLE:**

**NEGATIVE NO.:** RHi X3 7729 **CITATION:** Charlotte Estey Collection

**Description of item to be copied:** Building at 320 South Main Street, ca. 1951-1952

Please state item's title, date, type (letter, map, photograph, etc.), and/or name of creator. If there is no title, list the first few words.

**COLOR**

- black and white  
 color

**FORMAT**

- print:  glossy  matte  
 digital (jpg, 300 dpi)  microfilm  
 other:

**SIZE**

- 5" x 7"  
 8" x 10"  
 other:

**IMAGE 1**

**NEGATIVE NO.:** RHi X **CITATION:** \_\_\_\_\_

**Description of item to be copied:** \_\_\_\_\_

Please state item's title, date, type (letter, map, photograph, etc.), and/or name of creator. If there is no title, list the first few words.

**COLOR**

- black and white  
 color

**FORMAT**

- print:  glossy  matte  
 digital (jpg, 300 dpi)  microfilm  
 other:

**SIZE**

- 5" x 7"  
 8" x 10"  
 other:

**IMAGE 2**

**NEGATIVE NO.:** RHi X **CITATION:** \_\_\_\_\_

**Description of item to be copied:** \_\_\_\_\_

Please state item's title, date, type (letter, map, photograph, etc.), and/or name of creator. If there is no title, list the first few words.

**COLOR**

- black and white  
 color

**FORMAT**

- print:  glossy  matte  
 digital (jpg, 300 dpi)  microfilm  
 other:

**SIZE**

- 5" x 7"  
 8" x 10"  
 other:

**IMAGE 3**

**NEGATIVE NO.:** RHi X **CITATION:** \_\_\_\_\_

**Description of item to be copied:** \_\_\_\_\_

Please state item's title, date, type (letter, map, photograph, etc.), and/or name of creator. If there is no title, list the first few words.

**COLOR**

- black and white  
 color

**FORMAT**

- print:  glossy  matte  
 digital (jpg, 300 dpi)  microfilm  
 other:

**SIZE**

- 5" x 7"  
 8" x 10"  
 other:

**IMAGE 4**

**NEGATIVE NO.:** RHi X **CITATION:** \_\_\_\_\_

**Description of item to be copied:** \_\_\_\_\_

Please state item's title, date, type (letter, map, photograph, etc.), and/or name of creator. If there is no title, list the first few words.

**COLOR**

- black and white  
 color

**FORMAT**

- print:  glossy  matte  
 digital (jpg, 300 dpi)  microfilm  
 other:

**SIZE**

- 5" x 7"  
 8" x 10"  
 other:

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_