

Image Request Form

Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Request Information

Image(s) Requested: _____

Image Reproduction and Usage	Charge	Quantity	Total Cost
Photocopy of Image	\$0.25/copy		
Digital Image	\$20/image		
Special Usage Fee <ul style="list-style-type: none"> • Print publication (run/circulation more than 1,000) • Advertising, marketing, fundraising, promotional materials • Commercial decorative display • Website publication • Merchandise • Film or television production/broadcast (news media exempt) • Exhibitions and educational media <ul style="list-style-type: none"> • In-State (no charge for first 1-5 images) • Out-of-State (applies to all images) 	\$30/image		

Delivery Method

Selected Method	Delivery	Charge	Total Cost
	Email (up to five photos)	Free	
	CD/DVD – Pick-Up	\$5.00/disk	
	CD/DVD – USPS Mail	\$10.00/disk	

Payment Information

Prepayment is requested for all copy and image reproduction requests. Please make checks payable to *State Historical Society of Iowa* and send or deliver in-person to the appropriate research center. Please do not mail cash.

Des Moines Research Center

State Historical Society of Iowa
 600 E Locust St.
 Des Moines, IA 50319
 (515) 281-6200

Iowa City Research Center

State Historical Society of Iowa
 402 Iowa Ave.
 Iowa City, IA 52240
 (319) 335-3926

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