

CULTURE Service Fees

Loan Fees All approved loans for off-site exhibit are subject to the administrative fee of \$100/object. International loans are subject to an additional fee of \$300/object. In addition, the borrower is responsible for any conservation costs deemed necessary to prepare objects for shipment and exhibition. Prior to Burke Museum approval, any borrower must provide satisfactory evidence of its ability to properly insure, secure, and transport loan items. All loan-related expenses (crating, transportation, insurance, couriers, staff expenses, appraisals, etc.) are the responsibility of the borrowing institution unless other explicit arrangements have been made in advance. Fees must be settled before objects can be released. Borrowers may request loan fee waiver upon special need.

Copying Fees Requests for photocopies will incur fees; the following charges apply:

- Up to 50 pages at \$0.20/page: \$10
- 50-100 pages: \$20 per hour rate
- 100+ pages: \$30 per hour rate (in quarter hour increments)

Language Tape Fees Requests for copies of Leon Metcalf language tapes will incur a fee of \$10 (subject to possible increase.) The duplication service is performed by the Ethnomusicology Lab/UW and they will bill you directly. Requestors need to complete an intended use form.

Duplicate Photography Fees Requests for duplicate photographs or high resolution digital scans must be submitted in writing to the Burke Museum. The Burke Museum charges a handling fee of \$50.00 for all orders, including orders of 1-50 images. The handling fee for each additional 50 images is an additional \$25.00. Additional charges are incurred for the production of the product:

- Slide Scanning fees @ 600 dpi: \$10 per image
- Flatbed Scanning @ 600 dpi: \$10 per image
- Data transfer to CD: \$5
- Rush orders: An additional \$50.00

Transparency Rental Fees Rental fees for 4x5 color transparencies are \$100 for 3 months.

New Photography Fees Any request for photographic images requiring new photography by museum staff will incur a cost of \$50 for a digital image of 1-5 artifacts, and an additional \$50 for a digital image of 6-10 artifacts. Cost for more than 10 artifacts will be a combination of the cost ranges. Requests for new photography performed by non-museum staff will incur costs of \$20/hour (students) and \$35/hour (commercial).

Filming Fees There are costs for filming in the Ethnology Department; the following charges apply:

- Commercial shoots: \$3000/8 hour day plus tax; \$500 per additional hour
- Education shoots: \$300/8 hour day plus tax; \$100 per additional hour
- Supervision: \$20/hour per attendant (min 4 hours) plus tax; min 1 attendant per 5 crew

Reproduction Use Fees If you wish to use the photographic material in a publication, exhibit, video, CD, or Web site, you must apply for permission to the Burke Museum. Use fees are charged for

scholarly and commercial use of photographic images from the Ethnology Department's collections. Permission to reproduce photographic material is subject to the "Reproduction Policy" set forth by the Museum and the

"Rules Governing Recording, Duplication, and Photography" and is contingent upon receipt of all fees and the Reproduction Request form.

Commercial use of artifacts will incur a minimum reproduction use fee of \$150 per black and white and \$350 per color image from color slides for one-time use, to be negotiated based upon the nature of the commercial use. An additional \$100.00 per image is charged for photographs from 4x5 color transparencies

- Commercial use of black and white historical images will incur a reproduction use fee of \$75 for one-time use
- Images photographed from existing publications will incur a minimum reproduction use fee of \$75.00 per black and white and \$200.00 per color
- Commercial reproduction use fees for digital productions, including Web site use, are based on the resolution: \$200 for low resolution digital scan (72 dpi) and \$350 for high resolution digital scan (300dpi) images. The digital scan must be destroyed after use.
- Commercial use with multiple delivery methods (print, internet, CD, DVD) and/or 'life of product' will incur a reproduction use fee of \$700
- A \$50 reproduction use fee is charged for reproduction of a photograph in scholarly, museum, or non-profit publications; all other reproduction use fees are waived for non-profit agencies with IRS 501(C)(3) status and governmental agencies
- An additional \$50.00 fee will be charged for all rush orders

All fees are payable prior to photography to the Burke Museum. Fees are payable by Visa, MasterCard or check made to the order of the Burke Museum and sent to the attention of Accounts Receivable, Burke Museum. The Burke Museum does not accept wire transfers. Fees are not refundable.