

## CONSULTATION

PERSONAL CONSULTATION. The Tile Heritage Foundation offers consultation in a variety of areas based on over 50 years experience in the tile industry. Joseph Taylor, co-founder and president, has expertise in sales, marketing and distribution of tiles as well as in history, the writing and editing of manuscripts on historic and contemporary tile subjects; while Sheila Menzies, co-founder Executive Director and treasurer of the organization, offers advice in design, preservation and restoration of tiles, resources for teachers and for community projects including workshops. By appointment only. Fees: \$60 per hour (charged in half hour increments). Tile Heritage members may consult with Joe or Sheila at no charge.

**TILE INSTALLATION IDENTIFICATION.** The Tile Heritage Foundation offers tile identification services to the public at no charge. Simply email [foundation@tileheritage.org](mailto:foundation@tileheritage.org) with clear, low res images of individual tiles or tile installations along with whatever relevant information is readily available: site (city/state), size, date (approximate), architect/designer if known. If the experts at Tile Heritage are not able to identify the work, your email will be forwarded to others who are likely to know.

**Note:** Individuals may make an appointment to research in the THF archives and library at no charge.

### Tile Heritage Foundation Research Library & Archives

#### RESEARCH REQUEST

Name:

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Company/Organization:

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Address:

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City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_ Zip\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email:

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**ARCHIVE RETRIEVAL FEE.** No retrieval fee is charged when the documents requested are readily available from the THF Library and no research is required. However, charges will be involved for photocopies and mailing: \$0.50 per photocopy (plus your local sales tax if ordered from California) and \$3.00 (minimum) for mailing. Tile Heritage current member discounts apply: 20%.

**INITIAL RESEARCH FEE.** The initial fee for research is \$60. This fee will pay for up to one hour of research by THF staff, up to ten (10) photocopies, and mailing. Please note that there is no guarantee that information will be found. The fee covers the cost of providing the service. Tile Heritage member discounts apply: 20%.

**ADDITIONAL RESEARCH FEES** beyond the initial request: \$40 per hour (charged in half hour increments). \$0.50 per photocopy (plus your local sales tax if ordered from California), and \$7.00 (minimum) for mailing. Tile Heritage member discounts apply: 20%.

If additional research is required for your request, would you like us to:  Notify you prior to proceeding  Proceed with a limit of \$ \_\_\_\_\_  Other (explain): I authorize the above specified additional research (signature required).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESEARCH REQUESTED** Please be specific. List full names, places, dates, etc. Use back of page if additional room is necessary.

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Make your check payable to: Tile Heritage Foundation. Please be sure to return this form with your check.

You may also pay by credit card: AM Express, Visa, Mastercard or Discover.

**Do not email your credit card number.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

3 digit Sec. code: \_\_\_\_\_

Signature: \_\_\_\_\_

Research requests will only be processed upon receipt of both this form & your payment.

Tile Heritage Foundation, P. O. Box 1850, Healdsburg, CA 95448

Phone: 707 431-8453. Fax: 707 431-8455. Email: [foundation@tileheritage.org](mailto:foundation@tileheritage.org) (for inquiries only)

Consultation / Research Request / Image Order Form / Image Reproduction & Other Fees /Conditions of Use & Copyright Notice/ Back to Top

Tile Heritage Foundation Image Collection

IMAGE ORDER FORM. Contract # \_\_\_\_\_(THF use only)

Name:

\_\_\_\_\_  
Company/Organization:

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

\_\_\_\_\_  
City/State/Zip:

\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email:

\_\_\_\_\_  
INTENDED USE OF MATERIAL:

\_\_\_ Personal research. Material will not be copied, reproduced, or publicly displayed.

\_\_\_ Public display at:

\_\_\_\_\_  
Reproduction for: Author/Publisher/Director/Producer:

\_\_\_\_\_  
Title or description of use:

\_\_\_\_\_  
Publisher:

\_\_\_\_\_  
Projected date of publication:

Format: \_\_\_\_\_ Number of copies or size of market \_\_\_\_\_

Statement of responsibility: I certify that the information on this form is correct and I accept the conditions of use. I am authorized to enter into this agreement on behalf of the above-named organization.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

MATERIAL REQUESTED (Payment in full required before order will be processed.)

Image description: Quantity/ Size/ Cost

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

For scan request: dpi: \_\_\_\_\_; size (in inches) \_\_\_\_\_; Mac or PC (circle one); \_\_\_\_\_  
Email (if under 3 MB)  
Drop Box ( )

Ship via: \_\_\_ US Priority Mail. \_\_\_ UPS. \_\_\_ FedEx (Acct. # \_\_\_\_\_)

Total amount: \_\_\_\_\_. Make your check payable to: Tile Heritage Foundation.  
You may also pay by credit card: AM. Express, Visa, Mastercard or Discover.

**Do not email your credit card number.** 3 digit Sec. code: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_

Image requests will only be processed upon receipt of both this form & your payment.

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Tile Heritage Foundation Photo and Image Collection

### **REPRODUCTIONS**

When ordering reproductions, please include appropriate identification numbers (when applicable), published references, photocopies (if available) and any other information that will assist us in identifying the specific image you want. Please state the intended use of each image when ordering (see Image Order Form).

Photographic reproductions are sold for personal reference use only and may not be displayed or published without payment of appropriate fees. All responsibility for questions of copyright that may arise in copying and in use of the copies must be assumed by the user. Fees do not include state sales tax or shipping charges. Tile Heritage member discounts apply: 20-25%. All sales are final.

### **PROCESSING FEES**

B&W archival print duplication \$25.00 plus vendor cost ( market)

Color archival print duplication \$15.00 plus vendor cost (market)

Scan \$15.00 each

Digital image (no scan required) \$5.00

CD or DVD \$10.00 each

Photocopy of archival photographs \$2.00

DVD/PowerPoint rental (refundable security deposit required: \$100)

### **OTHER FEES**

Emailing No charge

Shipping/handling Starting at \$7.00 per order

Research Fees \$60/40 per hour

Rush Service (within one week) as schedule permits 100% surcharg

## USE FEES

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**EDITORIAL USE:** For editorial use within books, periodicals, and other published works:

**Images**For profit use: \_\_\_ Circulation/run less than 10,000: \$100.00 (each)\_\_\_

Circulation/run 10,000 or more: \$150.00 (each)

Non-profit use: \_\_\_ Circulation/run less than 10,000: \$50.00 (each)\_\_\_ Circulation/run 10,000 or more: \$80.00 (each)

**EXHIBITION OR POWER POINT/ DISPLAY USE:** For profit use in offices, public spaces, restaurants, private galleries, and retail spaces: \$100.00

Non-profit use by museums, schools, governmental agencies and other organizations: \$50.00

**NON-EDITORIAL/ADVERTISING USE:** For print, web and television advertisements, book covers, unbound materials, postcards, posters, brochures etc.

For profit use: \$200.00 ( per image)

Non-profit use: \$100.00 (per image)

Other commercial use: Negotiable

**VIDEOTAPING, scanning or filming at the Tile Heritage office, library or warehouse:**

For profit: \$100/hour

Non-profit: \$50/hour

**These charges are in addition to other use fees.** This service is permitted at the discretion of the Tile Heritage Foundation. Appointments must be scheduled in advance.

All images must receive prior approval before use.

**All photographic and digital reproductions must carry the appropriate credit line where applicable.** An example of a proper credit line is: Courtesy Tile Heritage Foundation. As other credit may be necessary, please check with THF staff.

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Tile Heritage Foundation Library, Archives, Image Collection.

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All reproductions must be credited in a caption or credit as follows: "Courtesy Tile Heritage Foundation." As other credit may be necessary, please check with THF staff. Credits should appear in close proximity to the image or in a special section devoted to credits.

Photographs, digital images CDs or DVDs remain the property of the Tile Heritage Foundation and must be returned within 120 days or upon completion of the project described in this contract.

Altering the original photographic image beyond standard cropping or resizing requires further discussion with the Tile Heritage staff. These changes must be indicated in the accompanying caption or label.

The applicant agrees to provide the Tile Heritage Foundation with one copy of the work containing the reproduction.

Revenue generated from public usage of Tile Heritage images, a collection unique in the United States, assists in the conservation and preservation of the collection. Thank you for your support.

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