



St. Ann's Garrison, St. Michael, Barbados, W.I.
 Tel: (246) 538-0201 or 537-1956. Fax: (246) 537-5946
 EMAIL: admin@barbmuse.org.bb or registrar@barbmuse.org.bb
 Website: www.barbmuse.org.bb

REQUEST TO REPRODUCE MUSEUM MATERIALS

Please note that there is a special form for film and video.

Name	Organisation
Address	Tel: Fax:

Please describe the items you would like us to reproduce.		What type of reproduction would you like us to make?						Official Use Only
Description	Accession or Catalogue No.	Qty	Size	B&W Photo	Col Photo	Photo copy	Slide	Production Fee

How do you plan to use the reproduced material(s)?

Please indicate how you want your reproductions delivered:

To be collected ___ Local Mail ___ Surface Mail ___ Air Mail ___ Express Mail ___ Courier

Please turn over.

	COST ESTIMATE	FINAL COST	
			Date request received:
Production Fees			Received by:

Reproduction Rights Fees			Director's approval and/or comments
Museum Service Fees:			
Curatorial Fee			
Travel Fee			
Delivery Fee			
Phone/Fax Fee			Date balance received:
Rush Fee			Date order ready for Dispatch:
V.A.T.			Date order dispatched:
TOTAL			
DEPOSIT			
BALANCE			

NOTES

1. The Barbados Museum and Historical Society reserves the right to deny permission for reproduction based on (but not restricted to):
 - a. the historical/scientific value of the material;
 - b. the conservation of the material;
 - c. the intended use of the reproduction.
2. All applications for permission to reproduce museum materials must be approved by the Director or a deputy before the reproduction is done. If reproduction is not approved the full deposit will be refunded.
3. All responsibility for questions of copyright which may arise must be assumed by the applicant.
4. Orders will normally be completed in 4-6 weeks. This does not include time required for delivery.
5. The reproduction of museum materials will be subject to the following fees:- Production Fees, Reproduction Rights Fees, Museum Service Fees. Please refer to our list of Reproduction Fees.
6. All negatives made remain the property of the Barbados Museum and Historical Society.
7. A deposit of 50% must be made before reproductions are produced. Delivery will be made after payment of the remaining costs.
8. Acknowledgement for reproductions must be credited to The Barbados Museum and Historical Society'.
9. Written approval must be sought for subsequent uses of reproduced materials.
10. All prices are quoted in Barbados currency.

.....

Applicant's Signature

Date