# **Art Image Copyright and Licensing: Compilation and Summary of Museum Policies**

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#### **Introduction**

This document summarizes and compiles terms and conditions governing image rights and reproduction from fifty art museums in the United States. The sample of museums was selected from among the 193 museums accredited by the American Association of Museums that have a primary specialty in art. These museums vary in terms of the size and nature of their collections, their staffing and budget, and the scope of their image licensing practices. They were selected for inclusion primarily to identify museums that are diverse in their geographic location, specialization, and prominence. For each museum, copyright and image licensing information was obtained from the museum's website. Titles in boldface represent a webpage or other individual document located on the museum's website. Following interviews with officials at some of the museums, we were able to obtain and include here a small number of additional documents that are not available on their websites. The source of each document is indicated after the title, along with the date on which it was obtained. Some of the museums selected had no rights and reproduction information available on their websites; that fact is also noted in this compilation. The absence of licensing information is itself significant, and future investigation may confirm whether these museums do have license agreements or other rights and reproduction policy documents not posted to their public websites.

This summary identifies key provisions of the documents that are relevant principally to the issues of copyright and terms of use for art images. We have sought to replicate or otherwise accurately summarize provisions. Users of this summary should consult the underlying sources when questions arise or for citation purposes.

This compilation may prove useful for many purposes. At a minimum, this compilation provides an overview of the rights and reproduction policies currently in place at art museums throughout the United States. It also provides a basis for analyzing and comparing the image licensing terms and conditions of different institutions. We prepared it as an early step in connection with a larger study of museum license practices with generous funding from The Samuel H. Kress Foundation. Please contact the researchers for any questions about the project and about updates to this compilation.

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### $\underline{American\ Folk\ Art\ Museum}\ (\underline{http://www.folkartmuseum.org/})$

[No information available on website.]

#### The Andy Warhol Museum (http://www.warhol.org/)

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- The warhol: Museum Info F.A.Q. (<a href="http://www.warhol.org/museum\_info/faq.html">http://www.warhol.org/museum\_info/faq.html</a>, August 7, 2009)
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- Image Licensing Form (http://www.artic.edu/aic/copyright.html, June 5, 2009)
  - [Does not include terms and conditions.]

#### Asia Society Museum (http://www.asiasociety.org/arts-culture/asia-society-museum)

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(http://www.brooklynmuseum.org/copyright/dmca.php, June 22, 2009)

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(http://www.cmoa.org/collections/FeeSchedule2008.pdf, June 22, 2009)

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  - slides may not be reproduced
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(http://www.clemusart.com/explore/RequestImageLicense.asp?woid=3890, June 8, 2009)

• [Does not contain terms and conditions.]

#### • Request for Study Photograph

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- The work of art must be reproduced in its entirety, although details may be shown thereafter. Nothing may be superimposed on the image (e.g., lettering or another image) without special permission. Dissolves are acceptable. The work of art must be reproduced in full-tone black and white or full color. The reproductions may not be manipulated in any way that distorts the transparencies or the photographs provided by the Collection. We require a proof of all images in suitable format.
- Special permission must be obtained in advance if any image in the Collection is used for promotion of the project. Permission will not be granted for images used as a symbol or logo.
- The Collection assumes no responsibility for any royalties, rights, or fees claimed by any third party.
- The Collection is to be provided with a copy of the CD-ROM if the image is used for that purpose.

#### Application for Permission to Reproduce in Film or Video Objects in the Frick Collection (<a href="http://www.frick.org/assets/PDFs/copyright/FILM.pdf">http://www.frick.org/assets/PDFs/copyright/FILM.pdf</a>, September 29, 2009)

- Each reproduction covered by this application shall bear the credit line: COPYRIGHT THE FRICK COLLECTION, NEW YORK
- The applicant agrees that this permission, if granted, shall be subject to the conditions listed on reverse side of this form and further agrees to pay promptly the charges incurred, as stated in the schedule of fees.
- CONDITIONS FOR REPRODUCTION IN FILM AND VIDEO
  - Permission is granted for use in only one film medium (e.g., motion-picture film, television, video cassette, etc.) and in one language. The word "film" denotes any

- medium whose end product is moving as opposed to still images. Additional language translations, revised productions of the film, and presentations of the film in a different medium will be considered upon application. Exclusive rights are not granted.
- Permission is limited to the release of the film by the company named in the Collection's permission contract. Special permission will be required if the stated company wishes to transfer permission to another company. In such cases, an additional fee may be charged.
- The Collection reserves the right to limit the number of reproductions of Collection-owned works of art in any single film, if it appears that their number is disproportionate in relation to those from other sources.
- The ownership credit as indicated by the Collection must appear either within the film or in credits at the conclusion.
- The work of art must be reproduced in its entirety, although details may also be shown thereafter. Nothing may be superimposed on the image (e.g., lettering or another image) without special permission. Dissolves are acceptable.
- The work of art must be reproduced in full-tone black-and-white or full color. The reproductions may not be manipulated in any way that distorts the transparencies or the photographs provided by the Collection.
- Special permission must be obtained in advance if any image in the Collection is used for promotion of the project. Permission will not be granted for images used as a symbol or logo.
- The Collection must be notified of first screening of the film.
- The Collection assumes no responsibility for any royalties, rights, or fees claimed by any third party.
- The Collection is to be provided with a copy of the film in DVD form.

## Georgia Museum of Art (http://www.uga.edu/gamuseum/)

## Photography and Rights to Reproduction

(http://www.uga.edu/gamuseum/collections/rights.html, June 8, 2009)

- Access to images in the collection and rights to reproduce are handled by the Registrar for Rights to Reproduction.
- Photographs available:
  - Photographs may be ordered for study use, personal use, lecture use, or approved reproduction purposes.
  - Images are offered in slide, print, and transparency formats. Currently, requests for digital images or use of images in digital media (web, CDROM, video/DVD/television) are being handled on a case by case basis.
- Images for study, personal, and lecture use: Photographs purchased for any of these uses are released to you for purposes of research, teaching, and/or enjoyment only and may not be reproduced or distributed in any manner. If you purchase a photograph for study, lecture, or personal use and later wish to reproduce the image, you must submit a request for rights to reproduction to the Registrar.
- Rights to reproduction: Each request for rights to reproduction is assessed individually and fees are charged according to the scope of the project. You will be asked to complete and sign an Application for Rights to Reproduction supplied by the Registrar, which serves as a contract and will specify the conditions of reproduction.
- Copyright:
  - The GMOA can grant permissions only to the extent of its ownership of the rights relating to the request. Certain works of art, as well as the photographs of those works of art, may be protected by copyright or related interests not owned by the GMOA
  - The responsibility of ascertaining whether any such rights exist and for obtaining all other necessary permissions remains with the applicant. Written notifications of permissions granted by other copyright holders must be submitted in advance to GMOA.

## Georgia O'Keeffe Museum (http://www.okeeffemuseum.org/)

- **Rights & Reproductions** (<a href="http://www.okeeffemuseum.org/media-press-room/rights-reproductions.aspx">http://www.okeeffemuseum.org/media-press-room/rights-reproductions.aspx</a>, August 5, 2009)
  - The policies of the GOK Museum governing reproductions are consistent with the principles established by the Artist.
  - General Policy:
    - The GOK Museum will be generous in granting permission to reproduce, particularly if the request is for an article or book that will promote GOK's art and the worldwide knowledge of it.
    - Standards of quality in reproduction, including color, guttering, scale, texture, and margins will be maintained. If these standards are not met, permission will not be granted.
    - Permission will not be granted for three-dimensional products or commercial ventures. In addition reproduction of images will not be allowed on special cards. Cover usage for publications will be limited to books on O'Keeffe's life, art, or fine art in general.
    - If permission is granted for reproduction in trade books, posters, notecards, or calendars, the Foundation will apply the strictest standards of quality and will enforce these standards rigorously. Permission will not be granted for commercial advertising without the written consent of the Foundation.
    - If the conditions for reproduction, as described below are not followed, the Museum will attempt to stop publication and will seek damages.
    - The Museum will collaborate only with projects that extend rather than exploit public knowledge of GOK's art.
  - Conditions for Reproduction:
    - Permission is for one-time use only in the specified project and not for multimedia usage or any other media, known or unknown, or promotions without the written authorization of the GOK museum.
    - Image may only be reproduced with the strict understanding that it will not be cropped or altered in any way, bled to the edges, guttered, wrapped around the outside cover if allowed, nor superimposed with any printing. The image must also be surrounded by a white border of the appropriate size.
    - Proper credit must be given for the image.
    - If the artwork is not owned by the Museum, additional permission must be acquired from the owner(s) who should provide the proper credit line.
    - Reproductions should not be taken from other publications.
- **Media Press Room** (<u>http://www.okeeffemuseum.org/media-press-room.aspx</u>, August 5, 2009)
  - [Contains same language as Rights & Reproductions page]

#### **The Getty** (http://www.getty.edu/)

- Terms of Use/Copyright (http://www.getty.edu/legal/copyright.html, June 5, 2009)
  - All images and other content of the Getty Web sites are proprietary to the Getty or used consistent with the owner's permission or applicable law or regulation. The Getty authorizes you to view, download and print the Site Content subject to the following conditions:
    - (2) Unless otherwise restricted, you may only do so for your own personal and noncommercial use, or for fair use as defined in the U.S. copyright laws;
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    - (4) Downloading for personal web sites is subject to review and approval by the Getty provided your site takes no advertising and has no commercial sponsors, does not charge a fee for services, and does not offer any product or service for sale including your own works;
    - (5) You may not remove any copyright or other proprietary notices;
    - (6) You may not modify the Site Content
    - (7) Any displays or printouts of content must be marked "(c)" [insert year] The J. Paul Getty Trust. All rights reserved."
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  - Images with "No Known Copyright Restrictions" in The Commons on Flickr:
    - The Getty Research Institute is a member of The Commons on Flickr. The mark of "no known copyright restrictions" on images in Flickr indicates that the Getty is unaware of any current copyright restrictions on the works so designated.
    - The images shared as part of The Commons are for personal research and enjoyment. The Getty does not warrant that sharing will not infringe upon the rights of third parties holding rights to these works. It is your responsibility to determine and satisfy copyright and other use restrictions before copying, transmitting, or making other use of protected items.
    - It is the policy of the Getty to charge licensing fees for commercial use of these images, which helps fund ongoing efforts to care for our collection
- Ordering and Reproducing Images from the J. Paul Getty Museum's Collection (<a href="http://www.getty.edu/legal/image\_request/index.html">http://www.getty.edu/legal/image\_request/index.html</a>, June 5, 2009)
  - The JPGM grants permission to download collection images for your own personal and non-commercial use, or for fair use as defined in the United States copyright laws.
  - Requests for all other uses must be made in writing, and the Museum will only consider requests to use or reproduce images of objects in its collection for scholarly, educational, or non-commercial purposes.
  - Each request is separately considered, and permission is granted on a case-by-case basis at the sole discretion of the museum.

- License fees apply depending on the type and nature of the intended use.
- The Museum does not give permission for commercial use such as creating merchandise, promoting products, etc.
- Lists fees for "Students Scholars and Museums", "Non-Profit", and "For-Profit Educational".

# • Terms of Use for Print Publication [The Getty Museum] (http://www.getty.edu/legal/image\_request/terms\_print.html, June 5, 2009)

- 1. Written permission must be obtained to reproduce or publish images. The Getty will not permit reproduction for advertising or promotional purposes.
- 2. Objects appearing in the Images ... may be protected by copyright, publication rights, or related interests... The Getty is not giving permission to exploit any third party rights. The applicant will ascertain whether any such rights exist ... and obtain all other permission required to carry out Applicant's activities without infringing the proprietary rights of ... any third party.
- 3. Unless otherwise indicated, permission is granted only for one usage in the Publication in one edition and in one language. Additional language editions, subsequent editions and other derivative works based on the Publication must be separately licensed.
- 4. [P]ermission and license granted herein is for reproduction and publication of the Image(s) in analog formats only. Applicant may only make digital copies as absolutely necessary in intermediate process steps to the creation of a book or periodical published exclusively in analog format. The Getty does not otherwise grant permission to reproduce or process any Image(s) in any digital format, and such permission must be separately obtained in writing.
- 5. Duplicates may not be made of the Images ... without prior written approval. Any duplicates are the property of the Getty and will be immediately provided to the Getty by the applicant.
- 6. Each Image that is reproduced must be unaltered and must be included in its entirety, and nothing may be superimposed on the Image unless approved in writing by the Getty. The reproduction may not be cropped or otherwise trimmed to fit a format, bled off the page, guttered across facing pages, or printed on colored stock. Nor may any black and white Image be printed with colored ink. When a detail is used, the word "detail" must appear in the credit line.
- 7. Except as described below, full identification of the Image(s), the credit line and any copyright notice that is provided to you with the Image(s) must appear on the same page as the Image(s) or on the opposite page, or the reverse in the Publication. If the Getty's Image(s) would be the only one(s) in the Publication giving the full information in one of the above-stated locations, then the Applicant may list only the artist's name, title of work, and date. However, the complete documentation must appear elsewhere within the Publication.
- 8. The Getty reserves the right to limit the number of reproductions of Getty-owned property in any single publication if it appears that their number is disproportionate in relation to those from other sources.
- 9. No license or permission granted pursuant to this Application may be assigned by

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- 10. The reproduction permission granted hereby is limited to a non-exclusive reproduction license solely on the terms set forth herein. The Getty retains all copyright ownership and all rights to exploit its copyrights where applicable. All rights not expressly granted herein are reserved to the Getty. If reproduction is to be made from materials depicting the Getty's property, but not supplied by the Getty, the Getty reserves the right to approve these materials.
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- 12. Applicant will defend, indemnify, and hold the Getty harmless from all claims ... including, without limitation, any claim, cause, or allegation asserted by a third party against the Getty based entirely or in part on Applicant's exploitation of the Image(s) licensed hereunder.
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  - 1. Written permission must be obtained to reproduce or publish images. The Getty will not permit reproduction for advertising or promotional purposes.
  - 2. Objects appearing in the Images ... may be protected by copyright, publication rights, or related interests... The Getty is not giving permission to exploit any third party rights. The applicant will ascertain whether any such rights exist ... and obtain all other permission required to carry out Applicant's activities without infringing the proprietary rights of ... any third party.
  - 3. Unless otherwise indicated, permission is granted only for one Production in one edition and in one language. Additional language editions, works including subtitles, and other derivative works based on the Production must be separately licensed.
  - 4. [P]ermission and license granted herein is for the Production only. Applicant may
    only make analog or digital copies as absolutely necessary in intermediate process
    steps to the creation of a video, film, CD-ROM, DVD, electronic publication, or web
    site. The Getty does not otherwise grant permission to reproduce or process any
    Image(s) in any digital format, and such permission must be separately obtained in
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  - 5. Duplicates may not be made of the Images ... without prior written approval. Any duplicates are the property of the Getty and will be immediately provided to the Getty by the applicant. Applicant will employ technology that will prevent copying of the Image(s) from the digital Production and will prosecute infringement.
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- 8. The Getty reserves the right to limit the number of reproductions of Getty-owned property in any single publication if it appears that their number is disproportionate in relation to those from other sources.
- 9. No license or permission granted pursuant to this Application may be assigned by the Applicant. ...
- 10. The reproduction permission granted hereby is limited to a non-exclusive reproduction license solely on the terms set forth herein. The Getty retains all copyright ownership and all rights to exploit its copyrights where applicable. All rights not expressly granted herein are reserved to the Getty. If reproduction is to be made from materials depicting the Getty's property, but not supplied by the Getty, the Getty reserves the right to approve these materials.
- 11. Applicant will obtain the Getty's prior written approval of final presentation of the Image(s) prior to general distribution or publication of the Production if required by the Getty. Such approval will not be unreasonably withheld, and will be based upon the presentation of the image as regards color, cropping, identification, credit, placement with other images, etc.
- 12. Applicant will defend, indemnify, and hold the Getty harmless from all claims ... including, without limitation, any claim, cause, or allegation asserted by a third party against the Getty based entirely or in part on Applicant's exploitation of the Image(s) licensed hereunder.
- 13. Applicant will send 2 gratis copies of the publication...
- Terms of Use for Study, Reference, or Lecture Images for Personal Use <a href="http://www.getty.edu/legal/image\_request/terms\_study.html">http://www.getty.edu/legal/image\_request/terms\_study.html</a>, June 5, 2009): Terms Governing Personal Use of Images from the J. Paul Getty Museum Collections or Grounds
  - 1. Applicant will not reproduce or publish images ... without first obtaining written permission. ... The Getty will not permit reproduction for advertising or promotional purposes.
  - 2. Objects appearing in the Images ... may be protected by copyright, publication rights, or related interests... The Getty is not giving permission to exploit any third party rights. The applicant will ascertain whether any such rights exist ... and obtain all other permission required to carry out Applicant's activities without infringing the proprietary rights of ... any third party.
  - 3. Duplicates may not be made of the Images supplied by the Getty without the Getty's prior written approval. Any duplicates are the property of the Getty and will be immediately provided to the Getty by the applicant.
  - 4. No license or permission granted pursuant to this Application may be assigned by the Applicant. ...
  - 5. The Getty retains all copyright ownership and all rights to exploit its copyrights

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- 6. Applicant will defend, indemnify, and hold the Getty harmless from all claims ... including, without limitation, any claim, cause, or allegation asserted by a third party against the Getty based entirely or in part on Applicant's exploitation of the Image(s) licensed hereunder.

## Contact Library Rights and Reproductions: Request for Images and/or Permission to Publish or Quote

(<u>http://www.getty.edu/research/conducting\_research/library/rights\_repro/index.html</u>, June 5, 2009)

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- If the work is not in the public domain, requestors will be asked to provide written confirmation indicating that permission has been obtained, and from whom, or that due diligence has been conducted.
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- Contact Library Rights & Reproductions: Terms of Use for Print Media

  (<a href="http://www.getty.edu/research/conducting-research/library/rights-repro/terms-print.html">http://www.getty.edu/research/conducting-research/library/rights-repro/terms-print.html</a>

  , June 5, 2009): Terms Governing Reproduction or Publication of Images from the Getty Research Institute (GRI) Collections
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  - 2. Objects appearing in GRI Images ... may be protected by copyright, publication rights, or related interests... The GRI is not giving permission to exploit any third party rights. The applicant will ascertain whether any such rights exist ... and obtain all other permission required to carry out Applicant's activities without infringing the proprietary rights of ... any third party. Applicant will indemnify, defend, and hold the GRI harmless from all costs, charges, etc., arising from or relating to any claim, cause, or allegation asserted by a third party against the GRI based entirely or in part on Applicant's exploitation of the Image or Images licensed hereunder.
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  - 4. [P]ermission and license granted herein is for reproduction and publication of the Image(s) in analog formats only. Applicant may only make digital copies as absolutely necessary in intermediate process steps to the creation of a book or periodical published exclusively in analog format. The GRI does not otherwise grant permission to reproduce or process any Image(s) in any digital format, and such permission must be separately obtained in writing.

- 5. Duplicates may not be made of photographic materials supplied by the GRI without prior written approval. Any duplicates are the property of the GRI and will be immediately provided to the GRI by the applicant.
- 6. Each Image must be reproduced unaltered and in its entirely unless approved in writing by the GRI. The reproduction may not be cropped, bled off the page, guttered across facing pages, or printed on colored stock or with colored ink, nor may anything be superimposed on the Image. When a detail is used, the word "detail" *must* appear in the credit line.
- 7. Except as described below, the credit line and any copyright notice that appears on the front of this Application must appear on the same page as the Image(s) in the Publication. If the GRI's Image(s) would be the only one(s) in the Publication giving the full information in one of the above-stated locations, then the Applicant may list only the artist's name, title of work, and date. However, the complete documentation must appear elsewhere within the Publication.
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(<a href="http://www.getty.edu/research/conducting\_research/library/rights\_repro/terms\_electronic\_html">http://www.getty.edu/research/conducting\_research/library/rights\_repro/terms\_electronic\_html</a>, June 5, 2009) Terms Governing Reproductions or Electronic Publication of Images/Videos/Films from the Getty Research Institute (GRI) Collections

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(http://www.getty.edu/research/conducting\_research/library/rights\_repro/terms\_personal\_use.html, June 5, 2009): Terms Governing Personal Use of Images from the GRI

#### Collections

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- 3. Duplicates may not be made of the Images supplied by the GRI without the GRI's prior written approval. Any duplicates are the property of the GRI and will be immediately provided to the GRI by the applicant.
- 4. No license or permission granted pursuant to this Application may be assigned by the Applicant. ...
- 5. The GRI retains all copyright ownership and all rights to exploit its copyrights where applicable. All rights not expressly granted herein are reserved to the Getty.
- 6. Applicant will defend, indemnify, and hold the GRI harmless from all claims ... including, without limitation, any claim, cause, or allegation asserted by a third party against the GRI based entirely or in part on Applicant's exploitation of the Image(s) licensed hereunder.

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(http://www.nga.gov/resources/dlidesc.shtm, June 22, 2009)

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