

Contact Us:

Fax or e-mail us your completed form
Our fax number is 203.432.9274
Our e-mail address is yuagrighs@yale.edu

Alternatively, you can mail your form to:
Rights & Reproductions
Yale University Art Gallery
P. O. Box 208271
New Haven, CT 06520-8271

Requests for study purposes will be sent via e-mail unless otherwise requested (fees may apply)

The Gallery reserves the right to deny any request that does not meet with its approval.

Objects:

Include a copy of each object when you send us your request. If we cannot identify the object, we will return your request to you for more information. If you require photography for more than one object, please use the second page of this form and send it with your request.

Photography:

Photography listed here is provided for research or study purposes only, and no permission will be given to re-use this photography at another time.

Regretfully, some objects are presently unavailable to be photographed.

Mailing: (for physical media)

We send requests using the United States postal service and Federal Express only as described here. Check the mail service you will need.

Payment:

When requesting prints or CDs we will send the material once payment is received. Pre-payment is required.

Connecticut Sales Tax:

Connecticut sales tax is charged on all orders shipped within the State of CT. This tax is calculated on the total sale, including any shipping and handling charges.

Certain non-profit organizations may be exempt from sales tax on purchases in the State of CT. The Gallery will recognize a sales tax exemption for shipments within CT only if we receive a valid Form CERT 119 from the purchaser at the time

Please fill in or check off all appropriate information for your request.
(Fields marked with an asterisk - * - are required)

Your Address:

Name *
Company name
Street *
City / State / Zip *
Country *
Telephone * Fax E-Mail *

Objects: (Please use second page for additional objects)

Artist's name * (and/or Title)
Title of object
Medium Accession number (if known)

Photography: Please check all that apply.

- E-Mail only (8x10 digital equivalent) No Charge
- Glossy color or B&W print or color digital file on CD . . \$20.00
 - Color B&W
- Additional Prints or CDs \$5.00

Rush Service:

- 100% of invoice total to mail within 30 days from receiving your payment
- 50% of invoice total to mail within 60 days of receiving payment

Mailing:

When requesting physical media, we send requests using the United States postal service and Federal Express only as described here. Check the mail service you will need.

- United States postal service (fee included in costs above)
- You want your request sent Federal Express and are supplying us with your account number _____.
- If you do not have a Federal Express account number we will ship using our account number. The charge is \$30.00 within the United States and \$40.00 for outside of the United States. Fedex does not ship to P.O. box numbers and requires a phone number for the shipping address.

Connecticut Sales Tax:

- 6% CT sales tax on all orders shipped within the State of CT on full invoice
- Sales Tax exemption CT Form CERT 119 supplied

If submitting form electronically, please do a File -"Save-As" and then send as an attachment.

Rights & Reproductions Request Form

Request for Research Only

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