



**American Center of Research (ACOR)**  
**Image Requests and Usage Guidelines**

**Overview**

**Publication, distribution, exhibition, or reproduction of non-watermarked images necessitates prior written permission from ACOR. This applies to all requesters of images – whether commercial or non-commercial, who will need to fill out the form below. All proceeds from image processing fees are used to support ACOR.**

**Images are free to use for research, academic, and educational purposes. Fees are requested for commercial use.** Watermarked images may be downloaded directly from [acor.digitalrelab.com](http://acor.digitalrelab.com).

For non-watermarked images, please state where the image will be reproduced (e.g. student project, presentation, reference material for artist, personal use, blog, news article, news broadcast, book, magazine, website etc. (Editorial Use License).

If you have a request for an image from an ACOR publication or archive, other than those presented in our online database, please provide relevant details in the image request form.

We ask that one (1) complimentary print copy and/or digital PDF of the publication be provided for inclusion in the ACOR Library catalogue. **Image processing fees may apply.** Please see below for details.

**Image Processing Fees**

The Image Processing Fee for publication-quality high-resolution digital images (TIFF, minimum 300 dpi) is **USD \$10** per image file. New photography/scanning costs **USD \$20** per image. Rush processing (for orders that must be completed in less than two (2) weeks) incurs an additional **USD \$100** fee.

After a request for publication is approved, a letter of permission for publication will be sent by email with an invoice. The request for image use must be signed and returned to ACOR ([acor@acorjordan.org](mailto:acor@acorjordan.org)), and payment made before any image files are sent electronically.



### **Commercial Use**

To obtain permission for commercial use (Commercial Use License), please complete the form below and submit it to ACOR (acor@acorjordan.org). Please allow at least two (2) business days for response to the request. Please note that in Jordan the weekend falls on Friday and Saturday. Commercial Use is understood as images used with the intent to sell a product, raise money, promote or endorse a product.

We ask that one (1) complimentary print copy and/or digital PDF of the publication be provided for inclusion in the ACOR Library catalogue.

### **Terms and Conditions**

1. The American Center of Research grants one-time, non-exclusive permission to reproduce images. Any additional permissions will be noted on your personal Permission for Publication letter.
2. Whether or not the publication is copyrighted, the American Center of Research reserves the right to subsequent use and the right to determine all future use of the image(s) by others.
3. The American Center of Research gives no exclusive rights to any publisher, and assumes no responsibility for duplication of production by others or any responsibility for claims by third parties.
4. The image(s) will be appropriately credited in the publication, for example: "Photo from the FIRST NAME LAST NAME collection. Courtesy of the American Center of Research, Amman." A shorter credit line can also be used: "Courtesy of ACOR, Amman." [Note: certain collections require specific credit to the photographer. For these you will receive that information if different than stated here.]



**Publication Fee Schedule**

<b>Publications - Non-Commercial</b>	<b>Unlimited Print Run/Digital Distribution (per image)</b>
Processing Fee - Existing Image	\$10
Processing Fee - New Image	\$20
Artist / Filmmaker usage	\$50
Book/Publication Cover + eBook/Digital publication/ website	\$100

<b>Publications/Merchandise/Media - Commercial</b>	<b>Unlimited Print Run/Digital Distribution (per image)</b>
Processing Fee - Existing Image	\$20
Processing Fee - New Image	\$30
Book/Publication Interior (Single Country)	\$30
Book/Publication Cover (Worldwide) for print-on-demand/digital-only for micro-press publishers (less than 5 employees).	\$30
Book/Publication Interior (Worldwide) + eBook/Digital publication/Business website	\$75
Artist/Film/Media use (per production)	\$100
Book/Publication Cover (Worldwide) + eBook/Digital publication/Business website	\$300



**Image Use Request and Permission Form**

Send completed form to: [acor@acorjordan.org](mailto:acor@acorjordan.org)

**Requester Details:**

Name: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**Publication Details:**

Author(s): \_\_\_\_\_

Title of Publication: \_\_\_\_\_

Publisher / Journal: \_\_\_\_\_

Expected Print Run / Digital circulation (quantity): \_\_\_\_\_

Language(s): \_\_\_\_\_

Use of image(s) (size, location (e.g. cover or interior): \_\_\_\_\_

Please indicate if your request is: for commercial use ; or for non-commercial use

Commercial Use is understood as images used with the intent to sell a product, raise money, promote or endorse a product (see above).

**Type of Publication (please select all that apply):**

- A. Standard Print
- B. All Other Media (presentations, student projects, eBooks, digital only/print-on-demand publications, film/television, exhibitions, business websites)

**Please provide a summary of the research or publication that the image will be used in:**

---

---

---

---



**Image Filenames:** (e.g. JT\_J\_2\_006). Find these at [acor.digitalrelab.com](http://acor.digitalrelab.com).

To request more than 15 images, submit more than one sheet.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_

I abide by the terms and conditions as stated above:

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

**FOR OFFICE USE ONLY:** Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_