



Image Reproduction Request Form

This form must be completed and signed before the reproduction order can be processed.

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City/State/Zip/Country	
Phone	Fax
Email	

Image Request: \$10/scan

Scan Quantity	Source Image #	File Type (circle one)	Image Size/DPI	Unit Cost	Total Cost
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
				SUBTOTAL	
Delivery Cost				Email Free	
				CD \$2.50	
				Photocopy .10¢/page	
				TOTAL COST	



Permission for Educational/Personal Use

By signing this form, I understand and agree that:

1. The Vashon Maury Island Heritage Association (VMIHA) and Vashon Heritage Museum retain all rights to the reproductions, including the right to grant others permission to reproduce the photographs.
2. The reproduction is provided for reference use only and may not be sold or duplicated for sale. It will not be given to other institutions, businesses or private entities that provide photographs for the public.
3. I will not copy the requested reproduction/s in any form and by any means nor will I allow others to do so.
4. I will not publish, display, reproduce, or broadcast this material in any format without first obtaining written permission from the Vashon-Maury Island Heritage Association. An Application for Permission form must be signed and returned to VMIHA before this image/s can be published or broadcast in any medium. I understand that permission for reproduction may be refused in cases of donor restriction and copyright law violation.
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6. I agree to pay all charges that may be incurred with this request (including rush fees, shipping costs and the production of copy negatives that remain the property of VMIHA.)
7. I agree to pay all usage fees that may be incurred when permission has been granted to publish or broadcast this material.

I have read and agree to the above conditions.

I understand that failure to comply with these rules may result in the denial of future requests for reproductions.

Signature	Date
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Please email admin@vashonheritage.org with any questions.



Image Usage Agreement

I have read and agree to the conditions below and understand that failure to comply with these guidelines may result in the denial of future requests for reproduction and licensing by Vashon- Maury Island Heritage Association (VMHIA) and the Vashon Heritage Museum. I am authorized to enter into this agreement on behalf of the organization named on this form and enter into this agreement on behalf of that organization and personally.

Name	Organization
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Signature	Date

- I will not use or authorize others to use the materials or copies licenses herein, for any purpose whatsoever, including all forms of publication, except as specially provide in this agreement without first obtaining a written letter of permission from the Vashon-Maury Island Heritage Association.*
- I agree to use the image/s provided without significantly altering it/them through conventional or electronic means. Altering or manipulating the image beyond standard cropping and resizing requires permission from VMHIA. Website use must be at a resolution of 72 dpi or less.*
- All images will be used with the following credit line: Vashon-Maury Island Heritage Association plus image number (For example VMIHA, 136.jpg). Television and film projects may use the credit without the image number for broadcast. The credit information for digital files must be integrated with the image as it is displayed, so that downloading the image includes the credit line.*
- I understand that there may be fees involved for using this material and I agree to pay any charges required by this request.*
- One copy of the publication/project shall be donated to the VMIHA. (In the case of film, a video or DVD copy is acceptable.) VMIHA must be notified with the URL address of all website uses and notified of all URL address changes.*
- I agree to defend and indemnify, the VMIHA, its officers, and/or employees or designates harmless from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of rights of privacy, or laws of libel, resulting from our use of such materials or copies licensed for use by the VMIHA.*
- I understand that the VMIHA makes no representation of exclusive ownership of the rights to any image. The user assumes all responsibility for conforming with the laws of libel and copyright, which may apply to the use of this material.*



Statement of Intended Use

Title of Project	
Author/Director	
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Estimated Release Date	
Non Profit Status	
Non Profit ID#	
Student/Faculty K-12	
Institution	
University Faculty/Staff	
Department	

Format Distribution Information (please check all that apply)

Permissions include the use in promotional materials related to the described project

- ☐ Print Media (book, article, newspaper, etc.)
- ☐ Book/magazine/journal: # of copies _____
- ☐ Newspaper article: # of circulation _____
- ☐ Catalog/brochure/flyer: # of copies _____
- ☐ Non-broadcast video
- ☐ Postcards/Calendars/Posters: # of copies _____
- ☐ Publication Cover
- ☐ Thesis/Dissertation

Electronic, Film and Video (film, television, theatrical, videos, DVD, CDROM, and internet)

- ☐ Local distribution
- ☐ National distribution
- ☐ Worldwide distribution



VASHON HERITAGE MUSEUM

Other Uses

- ☐ Advertising
- ☐ Presentation (In-house Corp/Ed)
- ☐ Exhibition
- ☐ Presentation (Commercial)
- ☐ Commercial Display
- ☐ Theater/Live Event
- ☐ Office Display
- ☐ Classroom project
- ☐ Commercial Product
- ☐ Other _____

REQUEST TO ALTER IMAGE

Describe alteration _____

IMAGES USED

(Please list accession numbers)
