



## Image Reproduction Request Form

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

Name	Organization
Address	
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	
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		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
		Jpeg Tiff Gif Other		\$10.00	
				<b>SUBTOTAL</b>	
Delivery Cost		Email		Free	
		CD		\$2.50	
		Photocopy		.10¢/page	
				<b>TOTAL COST</b>	



## Permission for Editorial/Commercial Public Use

**This form must be completed and signed before the reproduction order can be processed. By signing this form, I understand and agree that:**

1. 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. I am authorized to enter into this agreement on behalf of the organization named above and enter into this agreement on behalf of that organization and personally.
2. I will not use or authorize others to use the material or copies licensed herein, for any purpose whatsoever, including all forms of publication, broadcast & electronic dissemination, except as specially provided in this agreement, without first obtaining a written letter of permission from the Vashon-Maury Island Heritage Association (VMIHA).
3. 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 VMIHA. Website use must be at a resolution of 72 dpi or less.
4. All images will be used with the following credit line: used by permission of Vashon-Maury Island Heritage Association. The credit information for digital files must be integral with the image as it is displayed, so that downloading of the image includes the credit line.
5. I understand that there may be fees involved for using this material and I agree to pay any charges required by this request.
6. One copy of the publication/project shall be donated to the VMIHA. VMIHA must be notified with the URL address of all website uses and notified of all URL address changes.
7. 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 laws of libel and copyright, which may apply to the use of 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](mailto:admin@vashonheritage.org) with any questions.



## Fees for Editorial/Commercial Public Use of Images

Fees are charged for commercial and revenue-generating uses of photographic images reproduced from our collections. These fees will be waived for Vashon Island non-profit organizations with tax-exempt identification numbers. These fees are in addition to any charges for reproduction services. Payment for services and use fees must be made in advance. The following prices are per image:

### 1. For publication in books (per edition):

Up to 1,000 copies	\$5.00
1,001 to 10,000 copies	\$10.00
10,001 to 25,000 copies	\$25.00
Over 25,000 copies	\$50.00

### 2. For publication in magazines, journals, newspaper supplements\*:

Up to 5,000 circulation	\$5.00
5,000 to 25,000	\$10.00
25,000 to 100,000	\$25.00
Over 100,000 circulation	\$50.00

### 3. For advertising in magazines:

Double the fees in section 2

### 4. For newspaper or broadcast advertising:

Local	\$25.00
State	\$50.00
National	\$100.00

### 5. For use on compact disks, videotapes, and other media products (per edition):

Up to 100	\$5.00
101 to 1,000	\$10.00
1,001 to 5,000	\$25.00
Over 5,000	\$50.00

### 6. For broadcast film or videotape:

Educational (local)	\$10.00
Educational (wider distribution)	\$25.00
Commercial	\$50.00

### 7. Web Sites:

Original use (per year)	\$25.00
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### 8. Other uses:

Annual reports, membership mailings, etc.	\$25.00
Commercial display (restaurant, etc.)	\$25.00
Slides for commercial presentations	\$10.00
Postcards, notecards, calendars (per 1000)	\$25.00
Posters, mugs, t-shirts (per 1000)	\$50.00

*\*Newspapers may use images in regular news coverage without paying a use fee. Use in special sections (weekly or seasonal supplements) is subject to this schedule.*



## 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
Address	
City/State/Zip/Country	
Phone	Fax
Email	
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	
Publisher/Production Company	
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



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 \_\_\_\_\_  
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\_\_\_\_\_

IMAGES USED

*(Please list accession numbers)*

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