



## PRINTS FOR RESEARCH, PERSONAL & LOCAL USE

### REQUEST & AGREEMENT FOR PHOTOGRAPHIC IMAGES FROM THE ANACORTES MUSEUM COLLECTION

Name/Institution (Please Print)

Tel. No.

Email Address

Address

City

State

Zip Code

**Price for photos picked up in person at the Museum** (*Shipping/handling fees are below*):

SIZE	CARDSTOCK COPY Nonmember (B&W, Color)	CARDSTOCK, FOUNDATION MEMBER (B&W, Color)
8.5 x 11	\$7	\$5
11 x 17	\$14	\$10

#### Shipping/Handling:

ENVELOPE SIZE	COPIES	FEE
8.5 x 11 photo mailer	1-10 copies	\$3.50
8.5 x 11 photo mailer	11-20 copies	\$4.50
11 x 17 photo mailer	1-7 copies	\$4.50

**OTHER SERVICES:** Please contact Anacortes Museum staff for pricing on other sizes or types of photographic prints, scanned copies of prints and other media.

#### PERSONAL USE PHOTOGRAPHIC PRINTS-

Photographic prints for personal use (including research & educational uses) are priced as follows (office pick-up only; shipping/handling is an additional \$3.50 to \$4.50 per order, up to 13 oz.):

**Cardstock print on 8.5 x 11 inch paper - \$7 (\$5 for Foundation members)**

**Cardstock print on 11 x 17 inch paper - \$14 (\$10 for Foundation members)**

*NOTE: When the Anacortes Museum supplies a photographic print to a customer, the customer only gets the print, not rights to reproduce it.*

#### LOCAL COMMERCIAL USE OF PHOTOGRAPHIC IMAGES –

Anacortes businesses often inquire about displaying images from the museum in their business. Such businesses qualify for a special rate:

**Cardstock print on 8.5 x 11 inch paper - \$14 (\$10 for Foundation members)**

**Cardstock print on 11 x 17 inch paper - \$28 (\$20 for Foundation members)**

*Anacortes Museum information will appear prominently on the front or alongside of each local commercial display photograph.*

**Please read the following and sign below**

1. The user agrees to abide by all regulations set forth and all state and federal copyright laws.
2. **PUBLICATION OF ANACORTES MUSEUM IMAGES REQUIRES A PUBLICATION REQUEST.** Written permission to exhibit, reproduce, re-sell, or publish photographic images must be requested and secured from the Anacortes Museum. Permission, when granted, is for a single time use or single purpose only that is mutually agreed upon by both parties. All other rights are retained by the Anacortes Museum. Subsequent use requires written permission and may require the payment of additional fees.
3. Photographs copied for personal collections may be ordered and kept, but not used for any commercial or non-personal use without prior permission of the Anacortes Museum.
4. All photographic images obtained on temporary loan for exhibition or publication purposes must be returned upon completion of the single use. **Digital images must be deleted from computer files.** A replacement fee will be charged for any damage to an item on loan.
5. No alterations to photographs may be made without prior permission.
6. The Anacortes Museum must be given credit for all reproductions as follows: "Photograph Courtesy of the Anacortes Museum" and the name of the photographer, donor, and collection, if known.
7. Publishers shall furnish the Anacortes Museum without charge one (1) copy of each publication in which the reproduction appears. Before publication, the Anacortes Museum reserves the right to require the proof for approval.
8. The Anacortes Museum gives no exclusive rights to any photographer, author, publisher, or other party and assumes no responsibility for duplication of photographs for/by others.
9. Requests for image adjustment such as cropping, overprinting or blending the page edge must be made in writing. Details must be identified. No alterations to photographs may be made without permission.
10. The Anacortes Museum reserves the right to limit the number of copies; to restrict the use of reproduction or rare or valuable material; to ensure reproductions are in good taste; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified for a small number of special items.

I (PLEASE PRINT NAME) \_\_\_\_\_ have read and agree to adhere to all conditions, regulations and applicable laws concerning the use of photographic and archival materials from the Anacortes Museum.

I will not make or share digital photographs of images from the Anacortes Museum. I understand that this photograph is being shared with permission for limited and specified use only. I will not forward, post, or distribute this photograph; I will make sure this image is deleted from all computers following use.

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

**FEES**

Qty	Item/ID #	Size/Description	Price/Per	Amount

Sub-total: \_\_\_\_\_  
 Postage/Handling: \_\_\_\_\_  
 Total due: \_\_\_\_\_

Hold for Pickup       Ship

Amount paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

Visit <http://museum.cityofanacortes.org> for information about museum hours, programs, events, and facilities. Contact us by phone at (360) 293-1915 or email [coa.museum@cityofanacortes.org](mailto:coa.museum@cityofanacortes.org). Visit the Anacortes Museum at 1305 8th Street & Maritime Heritage Center at 713 R Avenue.