



DIGITAL IMAGE FILE ACQUISITION

REQUEST AND AGREEMENT FOR PHOTOGRAPHIC IMAGES FROM THE ANACORTES MUSEUM COLLECTION

Name/Institution (Please Print)	Telephone Number	Email Address
Address	City	State, Zip

1. For the purpose of: (Please include specific details of planned use below)

2. Date of use: _____ Duration of use: _____

3. What media will be used? (Print, slide show, video, internet, etc.)

What will distribution be?

4. Will photos be altered in any way (cropping, blend, subtitles, etc.)? _____ Yes ___ No

If so, how? _____

Note: No alterations to photographs may be made without prior permission from the Anacortes Museum.

5. Credit will be given as follows:

“Photograph Courtesy of the Anacortes Museum” plus name of the photographer, donor, and collection.

Qty	Item/ID #	Size/Description	Price/Per	Amount	
			Postage/ Handling	\$	
[] Hold for Pickup		[] Ship	[] Email	Total Due	\$

Amount:	\$	Check No.		Date:		By:	
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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. Anacortes Museum is located at 1305 8th Street; Maritime Heritage Center/W.T. Preston at 703 R Avenue, Anacortes, WA 98221.

CONDITIONS FOR USE OF ANACORTES MUSEUM IMAGES

Please read the following and sign below:

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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 permission. Requests for image adjustment such as cropping, overprinting or blending the page edge must be made in writing. Details must be identified.
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. 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.
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I 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.

Signature: _____ Date: _____