

HUMBOLDT COUNTY HISTORICAL SOCIETY
703 8th Street, Eureka, CA 95501-1901
REQUEST FOR PRINT/FILE COPIES FROM SOCIETY'S PHOTO COLLECTION

Name _____ Date _____

Address _____

Email _____ Phone _____

USE FEE:	What do you intend to do with the photo print/file you are ordering?	
Private	Not for publication	\$5.00 per photo <input type="checkbox"/>
Publication	For non-profit or non-commercial use only	\$20.00 per photo <input type="checkbox"/>
Commercial	Publication, advertising, or public exhibit	\$25.00 per photo <input type="checkbox"/>

PRINT/FILE FEE:	Check type and/or size of print/file:	
8.5" x 11" photo prints	\$5.25 per photo	For use fee, see above. <input type="checkbox"/>
Photo files	\$5.25 per photo	For use fee, see above. <input type="checkbox"/>
CD	\$3.00 per CD	<input type="checkbox"/>
Color photocopy	\$3.00 per photocopy	No use fee is charged. <input type="checkbox"/>

OTHER FEES:		
Video filming fee	\$150.00 per hour, including any required staff time	<input type="checkbox"/>

WORKSHEET: Total price for a photo print/file = Use fee + print/file fee

Use Fee: _____ photos @ \$ _____ each = \$ _____
number of

If you are requesting that files be emailed, please check here ___ and clearly print the address where it should be sent _____

Print or File Fee:

Photo Description	Accession #	Box/Binder #	How Many?	Total

Total Use Fee		_____
Total Print/File Fee		_____
Tax (on print fee only)		_____
CD or Color Copy Fee		_____
Other Fees		_____
	Total	_____
	10% Member Discount	_____
	Grand Total	_____

Payment required before orders are processed. We accept cash, checks, Visa and MasterCard.
 Use fees are non-negotiable. Allow 2-3 weeks for regular orders, more time for large or difficult orders. (OVER)

Conditions of Sale of a Reprint from the HCHS Photo Collection

1. Permission is granted for one-time use only.
2. Prints/files may not be for resale
3. If an image is published in a newspaper, journal, book, webpage, or the like, a credit line similar to the following must be included near the published photo:

"Humboldt County Historical Society"

4. If known, and when possible, credit should be given to the photographer of the image.
5. This is an agreement between the Humboldt County Historical Society (HCHS) and the second party, as signed below, granting the second party permission for limited use of the particular photographs selected. This permission does not extend to other parties. All copyright interests or rights to reproduce or further use the images covered by this agreement are retained by the HCHS.
6. We request that patrons who use HCHS photographs in a published form donate a copy of the publication to the Society's Research Center.

I INTEND TO USE THE PHOTO FOR:

- Private use: Photo will not be published.
- Publication: Non-profit or non-commercial use only
- Commercial use: Publication, public exhibit, advertising

I understand and agree to the above conditions for use of a reprint from the Humboldt County Historical Society's Photo Collection.

Name (please print) _____

Signature _____

Date _____

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