Procedure for Image Use

- **All requests MUST BE MADE IN WRITING**
- **Paper work and fee must be filled and paid prior to Photo being provided**
- **Use Image Use Form**
- **File form in Image Use Binder**

IMAGE USE **AGREEMENT and INVOICE**	SANTA YNEZ VALLEY HISTORICAL MUSEUM & CARRIAGE HOUSE 3596 Sagunto St. P.O. Box 181 Santa Ynez, CA 93460 Ph: (805) 688-7889 Fax: (805)688-1109 **www.santaynezmuseum.org**

APPLICANT'S CONTACT INFORMATION

Name:	**Title:**	**Organization:**
Address:	**City:**	**State/Country:** **Zip:**
Phone:	**Fax:**	**Email:**
Date Requested:	**Date Required:**	**Delivery Method:** **□Electronic Transfer □ Mail □Pick Up**

DESCRIPTION OF PROJECT: **Include purpose of production and intended use (textbook, trade book, periodical, cover, poster, film, video)**_____

Image #	Name of Image	Type/Format	Size	Existing Image	Photographer

CONDITIONS: Failure to comply with term of this contract may result in denial of future requests.

- **PUBLICATION/BROADCAST RIGHTS:** All rights are one time, non-exclusive use per publication or production. Further use of museum images, including reprints, must be applied, approved, and paid for with a new application. The applicant may not permit others to reproduce the image.
- **COURTESY COPY:** In addition to publication charges, the applicant shall give the museum one copy of the publication or production in which the image appears.
- **COPYRIGHT:** Requestors assume all responsibility for question of legal authorship rights and/or copyright infringement that may arise in the use of the reproduction.
- **CREDIT LINE:** If the image is published or broadcast, the following credit line must appear next to the image, in an adjacent caption, or in film or video productions, the credits: ***Santa Ynez Valley Historical Museum & Carriage House***.
- **ALTERATIONS:** The images may not be altered, superimposed, transposed or cropped in any way that significantly changes the meaning or context of the image or compromises its authenticity.
- **ENDORSEMENT:** Photographs shall not be used to show or imply Museum endorsement of any commercial product or enterprise, or indicate that the Museum concurs with the opinions expressed in, or confirms the accuracy of any text used with, these photographs.

FEES:

- **IMAGE USE:** $25 per image used, payable in advance to the Santa Ynez Valley Historical Society Museum & Carriage House
- **PHOTOGRAPHY AND PHOTO PROCESSING:** The applicant will pay the outside vendor.

Applicant agrees to the terms and conditions stated above and to pay all fees as shown on the invoice.	Permission is granted for one-time use of the items and purposed listed above, when full payment of fees is received.
Applicant Signature Date	SYVM Representative Date

Submit this form by mail, fax or email the Museum at syvm@verizon.net.