



Kirkland Heritage Society

Photo and Archives Policy

Approved January 2012

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The Kirkland Heritage Society (KHS) is a non-profit historic organization dedicated to making all of its photos and archives available for learning and research. When parties seek use of photographs, the following terms apply:

1. The undersigned party will compensate KHS for the use of the photograph in accordance with KHS's current fee schedule.
2. Prepayment is required at the time of order.
3. All materials are subject to copyright laws. Permission to research in archived materials is not permission to make copies or use materials in violation of copyright laws. The undersigned party agrees that they will hold Kirkland Heritage Society harmless from any liability asserted because of any actual or alleged claim of infringement of copyright laws which may arise from the use of the materials.
4. Researchers are not permitted to duplicate or in any way reproduce photos, slides or other archival materials from the KHS Collections without obtaining written permission from the KHS Board.
5. All users of KHS photographs and materials must credit KHS with the statement: **Courtesy of Kirkland Heritage Society**. Deletion of this credit will result in denial of future photographic use.
6. The party agrees the photograph is to be used one time: web, book, magazine, advertisement or display. This contract covers reprinting of books. If the photo is used for another project, a new contract must be entered. If a revised edition of a book is printed, a new contract must be entered and permission obtained by KHS.
7. If the photo or photos are used in a printed publication, a copy of this publication is to be donated to the Kirkland Heritage Society Resource Center within 30 days of publication.

Photos requested:

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I have read and agree to the above conditions:

Name:

Company/Org:

Address:

Phone: Email:

Intended use:

Signature of party:

Date

Signature of KHS Representative:

Date