The Historical Society of Washington County, Virginia
P. O. Box 484 Abingdon, Virginia 24212

276 623-8337 Email: office@hswcv.org

Application and Agreement for Use of Photographs or Documents in the Collection of the Historical Society of Washington County, Virginia

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email: _____

For internet, publication, video, commercial or other uses

Please specify, in detail, how copies of pictures or documents will be used. Attach additional information if necessary.

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- I understand that permission to copy a photograph or document is for a one-time use only. If I wish to use the image at other times, or for additional uses, I will have to submit the "Application & Agreement for Permission to Reproduce Photographs/Documents" again, have it approved, and pay the appropriate fees.

- I do not have the right to transfer this image to anyone else.

- If the image is to be used on the internet, on either a personal or public web-site, images will be limited to 72 dpi. I understand that I will be requested to remove any images that are displayed in an inappropriate manner. I will take steps to guarantee that the image cannot be downloaded by other users.

- If the image is to be used in a publication, for exhibit, in a video, or on a web-site, credit will be given by indicating "Courtesy of the Historical Society of Washington County, Virginia". If the photographer is known, I will give him or her credit as well.

- If the image is to be used in a publication, for exhibit, in a video, or on a web-site, and the image is altered (cropped, tinted, detailed), the caption identifying the image will indicate these alterations.

- If the image is to be used in a publication, commercially or privately published, or video, I will give the Historical Society a complimentary copy of the work.

- I assume any responsibility for copyright and privacy issues.

I apply to the Historical Society of Washington County for permission to secure the following pictures or documents. Please use identification numbers. Remember the suffix of the document number is the number of pages in the document.

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Signed_____ Date_____

Unless otherwise requested, the copies will be mailed. Typical commercial use price is $25.00 per image. Payment is required in advance. Usage approval is required by the Library Committee of the Historical Society and the donor before this request can be processed.