

ASPEN HISTORICAL SOCIETY

620 West Bleeker Street • Aspen • Colorado 81611 • (970) 925-3721 www.aspenhistory.org

DIGITAL PHOTOGRAPHIC IMAGES & RESEARCH REQUEST FORM

Are you a member of the Aspen Historical Society? ____ Yes ____ No

Name:

Company (if applicable):

Address:

Telephone:

Email Address:

Please describe usage:

Conditions for research:

1. The Society makes every effort to make materials accessible; however, some materials may be unavailable for reasons of conservation, copyright restriction, or the protection or privacy of donor agreements. No archival materials, photographs, research files, reference books or negatives may be removed from the Aspen Historical Society archives.
2. Requests are on a first come, first serve basis and in case of urgent requests, the Society reserves the right to refuse urgent requests where staff resources are insufficient to allow a response in the time allotted.
3. All orders for photograph reproductions must be in writing and require at least three weeks advance notice. All scanned photographic reproductions must be in writing and require at least one week advance notice. If a negative must be made to provide the reproduction, the negative becomes the property of the Society and the client assumes all copy work costs. Advance payment is required as per the appropriate rate as set by the fee schedule.
4. The credit line for all reproductions must appear in close proximity to the image and read **Aspen Historical Society**. With film, slide presentations, and video productions, the credit line must appear with the other credits at the beginning or end of the production. In the case of publication, **one complimentary copy of each publication** in which the photographic copy appears must be sent to the Aspen Historical Society.

5. In the case of photographic and scanned photographic reproductions, permission is for **one-time use only** as described on the photographic reproductions order form, with no other rights. Any subsequent re-use is strictly prohibited. Everyone must reapply in writing to the Aspen Historical Society for permission to re-use a photographic reproduction. An additional fee may be charged for re-use. The use may not reproduce or permit others to reproduce the photographic copy or any facsimile of it.
6. The user assumes all responsibility for possible copyright infringement arising from the use of reproductions or information.
7. In authorizing the publication of a photographic or scanned photographic copy, the Society does not surrender its own right to publish it, or to grant permission to others to do so.
8. Commercial users of the Society's staff and information resources will be billed for these services as described in the fee schedule.
9. Public, Media and other Non-Commercial users of the Society's staff and resources will be provided two hours of free access to the Society's staff per calendar year. Use of these services beyond that period will be billed at the appropriate rate as set by the fee schedule and may include expenses such as photocopies, faxes, etc. Public, Media, and Non-Commercial users are encouraged to conduct their own research, in person, using the Society's information resources. Appointments are required. One of the privileges of membership is free research subject to the other conditions of this contract.
10. Public, Media and Non-Commercial users' research and photographic requests received by mail and by e-mail will be provided 30 minutes of free search time per request. Any time required beyond this period will be billed at the appropriate rate as set by the fee schedule and will include shipping and handling fees.
11. All images must be reproduced unaltered and in their entirety unless advance permission has been granted by the Aspen Historical Society for manipulations.

I hereby accept the conditions of the Use Contract, have fully disclosed the use of the material, and understand that copyright restrictions apply.

Signature: _____ Date: _____

TO BE COMPLETED BY ASPEN HISTORICAL SOCIETY STAFF		
Photo Order:		
Format:	____ Scan	____ Print If Print, date to WH: _____
Accession Number	Envelope Number	Size
Billing Information:		