



PHOTO USAGE AGREEMENT

POLICY AND CONDITIONS

1. You agree to accept all responsibility regarding questions of copyright or invasion of privacy that may arise in the use of material that has been reproduced by the Glenwood Springs Historical Society (GWSHS)
2. GWSHS gives no exclusive rights for the use of its material.
 - a. If permission is granted for a one-time use only; subsequent use of an image requires the written permission of GWSHS and the payment of additional fees. You agree to use the image only once and for the purpose stated in this agreement.
 - b. If permission is granted for multi-use, it is to be used only in the agreed upon medium. Using the image in a different medium requires the written permission of GWSHS and the payment of additional fees.
3. It is the responsibility of the user to credit GWSHS. Proper credit must be given if the photograph is used in any published material, news report, video, television or film production, advertisement, signage, Internet website or any other visual medium. If the photo is from the Schutte Collection (staff will indicate in advance), the credit must read: "Photo courtesy Glenwood Springs Historical Society, Schutte Collection."
4. GWSHS does not allow its images to be used out of context or modified in any way that affects the historical integrity of the image. You agree not to modify or alter these images in any way.
5. Special requests not specifically mentioned will be considered and subject to special agreements. We reserve the right to charge additional fees for items that pose unusual difficulty.
6. GWSHS requests, and is appreciative of receiving a free copy of the item containing the material that is published or produced.

I have read and agree to abide by the conditions described above:

Signature Date: _____

Name/Company (please print) _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____ Date Needed _____

Intended Use of Print: _____

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It's About Time.

PHOTO ORDER FORM & FEES

All Photos will be scanned & sent via email (.tiff or .jpg) or provided on CD or flash drive.
Prints are no longer provided.

Staff Use Only: catalog # or description of photo

1.	6.	11.	16.
2.	7.	12.	17.
3.	8.	13.	18.
4.	9.	14.	19.
5.	10.	15.	20.

Special Order Notes:

FEES (per image & one-time use unless otherwise noted)

Personal Use	\$10.00/\$5 for members
Commercial Use – local partners	\$25.00
Commercial Use	\$50.00
CD & Flash Drive	\$2.00
Research – Personal Use	free for members
Research & Labor – Commercial & non-members	first ½ hr free, \$15/hr after that

Shipping Fees

\$3.00 or cost whichever is greater

Total _____

If payment is not received in person or over-the-phone, GWSHS will invoice the contact listed on the Usage Agreement.