



CLARK COUNTY  
HISTORICAL MUSEUM

Clark County Historical Museum  
1511 Main Street, Vancouver, WA 98660  
360-993-5679 fax 360-993-5683  
[info@cchmuseum.org](mailto:info@cchmuseum.org) ♦ [www.cchmuseum.org](http://www.cchmuseum.org)

## Digital Image Order Form and One-Time Usage Agreement

To order digital copies of CCHM collection images, complete and sign this form. **Select images carefully--all orders require prepayment and all sales are final.** When selecting an image please check for the Accession Number listed in the image description. If this number is not present the image cannot be reproduced or distributed. Once you have completed and signed the Image Agreement please email it to [info@cchmuseum.org](mailto:info@cchmuseum.org). The order will be reviewed and returned to you with any applicable fees totaled. Upon receipt of payment either by credit card payment over the phone or mailed check, the image will be placed in a password-protected Dropbox for your access unless otherwise agreed. You will be notified when your order is ready, and you will have 30 days to access the file. Allow two weeks for processing (rush orders incur additional fees and are approved on a case-by-case basis).

Name \_\_\_\_\_ Date \_\_\_\_\_

Company/Agency \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Identifier	Brief Description of Image Requested	For Personal or Research Use Only? (No Usage Fees Apply If Yes)		Digital Copy Fee <sup>1</sup>	Usage Fee <sup>2</sup>	Format Fee <sup>3</sup>	Image Total
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		Yes	No	\$25.00			
		<b>Subtotal</b>					
<b>Payment Details</b>		Subtotal from attached sheet (if applicable)					
Method		*Sales Tax (8.4%)					
Amount				Shipping & Handling			
Date				<b>Grand Total</b>			

Additional Digital Image Order Sheet attached? Yes No

- Digital copy fees are subject to sales tax and apply to all commercial uses and high resolution personal or research uses of images
- Usage fees are tax-exempt and apply only to commercial uses of high- and low-resolution image (see Usage Fee Schedule)
- Format fees apply if you need image(s) converted from .tif to .jpg or saved to a storage device (see Usage Fee Schedule)

### Intended Use of Image(s)

- OVERALL PURPOSE:  **COMMERCIAL (Complete #2 & #3)**  **PERSONAL (Complete #3 only)**  **RESEARCH (Complete #3 only)**
- CATEGORY OF USE:  Books/eBooks, Video/DVD/CD, Promotional Item Printing - Number of copies or units: \_\_\_\_\_  
 Periodicals/Magazines/Journals/Annuals - Number of copies: \_\_\_\_\_  
 Broadcast Film, Online Video, Television - Distribution (circle): Internet Local/Regional National International  
 Advertising, Marketing, Promotional Use - Distribution (circle): Internet Local/Regional National International  
 Public Exhibition, Display or Decor - Final Image Size(s): \_\_\_\_\_  
 Other -Describe: \_\_\_\_\_
- PROJECT DESCRIPTION (Required, be specific): \_\_\_\_\_

# Agreement for One-Time Usage and Publication of Images

1. Two complimentary copies of each publication or production featuring the digital image(s) must be provided to the Clark County Historical Museum (CCHM) Research Library.
2. Permission is for *one-time use only* as described in the Intended Use section, with no other rights. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc.) constitutes reuse and must be applied for in writing. An additional fee may be charged for reuse.
3. *All images must be credited to the CCHM, regardless of intended use (including personal or reference). Payment of usage fees does not exempt the user from the credit line requirement.*
  - a. With printed matter and web use, the project identifier and photographer's name (if known) must be included in the credit line. The credit line must appear with the item or on a credit page, indicating the page and project identifier numbers for each item. Crediting of each item is mandatory in all cases.  
*Sample: Joe Doe photographer, Clark County Historical Museum, cmos00101.tif*  
*Sample: Clark County Historical Museum, cchm00001.tif*
  - b. With films, filmstrips, slide presentations, and video productions, credit must appear with other credits at the beginning or the end of the production. Project identifier numbers may be omitted.
  - c. With display or exhibition, please credit each image within the display or exhibition area and include project identifier numbers. Exemption from this requirement must be approved.
4. User may not reproduce, sell, give, loan, or permit others to reproduce, sell, give or loan the digital image or any facsimile of it, including digital transfer. Additional copies must be purchased from the CCHM.
5. Images for Internet use must not exceed 100dpi, regardless of image resolution upon transfer.
6. In authorizing publication of a digital image, the CCHM does not surrender its own right to publish it, or to grant permission to others to do so.
7. All responsibility for possible copyright infringement and invasion of privacy arising from use of images is assumed by the user. When the CCHM does not hold the copyrights for any of the image use purchased herein, the user must seek usage permission from the legal holder of the copyright, and is solely responsible for any lawsuits arising from failure to seek and acquire usage permission for such image.
8. User agrees to indemnify and hold harmless the CCHM, its officers, employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright. In the event of litigation, user agrees to pay any and all attorney fees for the CCHM.
9. Exceptions or additions to these conditions must be amended to this agreement and signed by the user and the CCHM.

All rights to the image(s) listed on this form (and any attachments) belong to the Clark County Historical Museum. All reproductions require the express consent of the Museum. The undersigned acknowledges this ownership and accepts this as a binding contract.

**I, the user, certify** the information on this form is correct. I accept and agree to comply with the agreement terms stated above.

\_\_\_\_\_  
Signature of User or Authorized Agent

\_\_\_\_\_  
Date

**Permission is hereby granted** for *one time use only* with no other rights of the images listed in this agreement, for the purpose specified in the Intended Use section. Permission is granted in accordance with the terms of Agreement listed herein, and after payment of applicable digital copy and usage fees is processed.

\_\_\_\_\_  
Approved by (CCHM Representative Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

-----  
Internal Use (list dates):  Image(s) moved to Dropbox folder: \_\_\_\_\_  User notified: \_\_\_\_\_  
 User follow-up and notification of file deletion: \_\_\_\_\_  Files deleted: \_\_\_\_\_