

TILLAMOOK COUNTY PIONEER MUSEUM

POLICY & FEE AGREEMENT REPRODUCTION AND USE OF MUSEUM MATERIALS

General Policies:

1. Integrity of Information: The Museum strives to present information in a way that respects its source, preserves the accuracy of its content, and is consistent with the Museum's mission. All requests for reproduction or use of the collections will be evaluated to insure compliance with this standard.
2. Copyright Liability: The Museum may not hold copyright to all material in its collections. Permission to use reproduced material may require seeking additional authorization from the copyright owner(s). The user assumes all responsibility for securing permissions and holds the Museum harmless for possible copyright infringement and/or invasion of privacy claims arising from the use of Museum materials.
3. Limitations on Use: The Museum's approval for reproduction of Museum materials is limited to a one-time use and is non-transferable.
4. Restrictions on Use: Reproductions of Museum materials shall be used only for personal use or scholarly research. No commercial or promotional use of Museum materials is permitted unless approved in writing in advance by the Museum Director.
5. Credit lines: All reproduced material shall visibly display a credit line indicating "From the Collections of the Tillamook County Pioneer Museum". The credit shall appear in each publication, exhibition or other presentation of museum collection material.

Procedures:

1. Request form: For personal use, an **Order form** must be completed. For publication or commercial uses, an additional "**Request for Reproduction or Use of Museum Materials**" form must be completed. These forms will be kept in the Museum's records for a minimum of five years.
2. Fees: Requests for reproduction of Museum photographs shall be subject to the fee schedule in effect at the time of the request. Fees must be prepaid by cash, check or credit card.
3. Photocopying: All photocopying shall be at the discretion of Museum staff and shall be subject to the fee schedule in effect at the time of the request.
4. File prints and negatives: The Museum's file prints and negatives will not be loaned. Negatives made from prints in order to satisfy reproduction requests shall remain the property of the Museum and shall be subject to a fee in accordance with the fee schedule in effect at the time of the request.
5. Photographing Museum Collections or Exhibit Materials:

The photographing of Museum materials is subject to all Museum policies and procedures.

Materials that are on loan to the Museum or are on temporary display may not be photographed unless approved in writing in advance by the Museum Director.

No flash illumination is permitted. No tripods shall be permitted unless approved in advance by the Museum Director.

Museum staff may impose other rules and regulations in order to insure the safety of the collection and personnel, and visitors must abide by any and all requests made by staff members.

I agree to the terms stated herein:

Signature

Date

Print name