Siskiyou County Historical Society P. O. Box 1715 Yreka, CA 96097 www.sisqhistory.org (530) 572-1099 Email: SCHS.main@gmail.com

Historical Photographs Use Policy

(signatures required)

The collections of the Siskiyou County Historical Society are significant and enduring resources for the study and documentation of the history of our county. The Historical Society realizes the visual value of its collections for a wide variety of personal (private study, scholarship, research), educational, commercial (publication), and public relations applications. With this in mind it shall be the policy of the Siskiyou County Historical Society to make available reproductions of its historical photograph collection subject to the following conditions, procedures and fees.

This document outlines the policy for duplicating photographs in the collection of the Siskiyou County Historical Society. Images will be provided in **digital format only**.

The Historical Society does not permit others to reproduce the photographic copy or any facsimile of it. In authorizing the reproduction of works in its collection, the Siskiyou County Historical Society does not surrender its own rights to publish or grant permission for others to do so.

Some of the images in the Historical Society's collection are not available for reproduction and have restrictions for their use indicated by the owner of the original. Every effort has been made to identify those images in advance. A final check of those restrictions will be made prior to processing each order. If it is found that there are restrictions on an image ordered, the full amount paid for production of said image will be refunded.

General Information

All orders must be in writing, or via our website. A signed copy of the **Photo Use Request** must accompany each order along with full *payment* made out *to the Siskiyou County Historical Society*. Order forms may be mailed, completed online, or delivered in person to the Siskiyou County Historical Society.

The Siskiyou County Historical Society does not loan any archival materials including photographs from its collection to the general public.

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Ordering Information

Please fill out the Photo Use Request Form that can be mailed, completed online, or delivered in person to the Siskiyou County Historical Society.

All orders must be **paid in advance**. Cash, Check, PayPal, Credit Card are acceptable. If check, make payable to: Siskiyou County Historical Society.

All reproductions used for publication, or other public purposes, must be accompanied by the following statement of credit: *Courtesy of the Siskiyou County Historical Society and/or Yreka Preservation's Meamber Collection.* Photographic reproductions are provided for the purpose(s) specified in this agreement. Other uses or subsequent reproductions are not allowed.

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I have read the above statements and agree to comply with the terms and conditions stated.

Signature:	Dated:	
(requesting party)		
Signature:	Dated:	

(Accepted by the Siskiyou County Historical Society - representative signature)