

IMAGE ORDER FORM

For items not on the Photo and Art Database.

JOB #	ORDER DATE	DUE DATE	SHIP DATE	STAFF INITIALS
-------	------------	----------	-----------	----------------

Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Shipping Method: Pick up US Mail

Digital File Storage/Delivery: CD-R: MHS FTP E-Mail Address: _____

Payment : Cash Check # _____ State MN PO# _____ Tax Exempt# _____

Charge Card # _____ Exp. Date: _____

MHS Reference Library Shelf Locator #	Photograph	Color or B/W	ppi @100%	File Type JPEG/TIFF	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Member # _____

Mail or Fax Order Form to:
 Minnesota Historical Society
 Attn: Copy Services
 345 Kellogg Blvd. West
 Saint Paul, MN 55102-1906
 Fax (651) 297-7436
 Phone: (651) 259-3301

Order Sub Total _____
Rush- add 100% of Sub Total _____
Member Discount-subtract 10% _____
Total before Tax _____
Shipping/Postage _____
Use Fee _____
Sales Tax _____

Total Due _____

Paid

PERMISSION FORM ON PAGE TWO (REVERSE) OF THIS FORM MUST BE COMPLETED.

Request for permission to publish, display or broadcast reproductions from the collections of the Minnesota Historical Society

Use: Personal Non-Profit Commercial Minnesota Media Exhibit

Author _____

Publisher _____ Phone () _____

Address _____ E-mail _____

City _____ State _____ Zip _____

Title or URL _____ Date of Use/ Publication _____

Media type: Books Newspaper or Magazine Brochure & misc. printed material Broadcast
 Film or Video Advertising Digital Media CD or DVD Web Site Exhibit or Display

Conditions

1. Possession of a Minnesota Historical Society image does not constitute permission to use it. Permission must be requested in writing. Attach list to this form.
2. Permission is for one-time, one-project use only. The Society retains all rights to the images, and they may not be used for any purpose other than that listed on this form.
3. Commercial users must pay the use fee in advance of receiving a permission form signed by the Minnesota Historical Society.
4. Credit must be given to the Minnesota Historical Society and the creator of the work, if known.
5. Credit must appear with the image or on a credit page that indicates the page number and position on the page.
6. If the image is still under copyright and the copyright is not held by the Society, the requestor must seek permission from the creator of the work or from the current copyright holder. The Society will provide the creator's name, if known.
7. Photographs may be cropped to suit design and layout, but they may not be altered, colorized, or drawn upon without a letter of permission in addition to this form.
8. The Society reserves the right to decline permission to publishers and individuals who have not complied with these conditions.
9. In some cases, the Society will request that a copy of the publication be donated to the Society. For web site use, the URL should be supplied. **Please send to:** Acquisitions Dept., 345 Kellogg Blvd. W., Saint Paul, MN 55102-1906

I agree to abide by the conditions above, and to pay the use fee, if applicable. Also, I have been authorized to act on behalf of the publisher. I have attached a list of the items to be used to this form.

Requestor's Signature _____ **Date** _____

Permission is hereby granted provided the Requestor meets the conditions listed above and paid the use fee, if applicable.

Paid use fee amount _____

MHS Staff Signature

Date

Order #

