Historic Photograph Order Form - COMMERCIAL USE

Yankton County Historical Society
82 Mickelson Drive
Yankton, SD 57078

www.meadbuilding.org
director@meadbuilding.org
(605) 665-3898

COMMERCIAL USE is defined as any use of a Yankton County Historical Society archive image in which the asset is marketed, promoted and/or sold; or is incorporated into a product, publication, or media-form that is marketed, promoted, and/or sold. Examples include, but not limited to, consumer merchandise, journals and periodicals, books, trade publications, advertisements, websites with paid advertising and fundraising materials.

REQUESTOR INFORMATION

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

INTENT OF USE (If intended use changes in any way, a new request must be submitted for approval)

_____

_____

IMAGE(s) SEEKING PERMISSION TO USE (use separate sheet of paper if necessary)

NAME	SIZE AND FORMAT
_____	_____
_____	_____

CHECK APPLICABLE STATUS

☐State ☐Out-Of-State ☐International

☐YCHS Member ☐Non-YCHS Member ☐ASDM Member ☐For-Profit

☐Non-Profit (proof may be required) ☐Government Agency ☐News Organization

See Fees on page 3

Approved Images for Use: (include accession number; use reverse side if needed)

_____ _____

_____ _____

I, the requestor, agree to the conditions specified in this form and, if necessary, agree to pay a use fee in addition to charges for reproductions.

Signed Dated

Permission is granted for the one-time use of the above listed items held by the Yankton County Historical Society.

Signed Dated

Please return signed form to
Crystal Nelson at director@meadbuilding.org or
Mead Cultural Education Center
82 Mickelson Drive
Yankton, SD 57078.

FOR OFFICE USE:

Date Received_____

Received by_____

Conditions for Reproduction & Use

1) Credit for use should be given to the Dakota Territorial Museum (DTM). Credit lines should be adjacent to the images or within the "sources" or "credits" section of the publication, production or exhibition. Credit line should read "Courtesy of the Dakota Territorial Museum, Photo Collection, Yankton, SD."
2) Permission is for one-time use only. The Yankton County Historical Society retains all rights to the item(s) and they are to be used only for the purpose listed by the requestor. Further permission can be requested by contacting the director of the Yankton County Historical Society/Dakota Territorial Museum.
3) YCHS reserves the right to charge additional fees depending upon the requested usage. All fees are subject change.
4) The YCHS reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable items; to ensure that materials from its files are reproduced in good taste; to make special fee quotations on items involving unusual difficulty in copying; to charge a higher for than specified for a small number of rare or unique items; and to deny a request.
5) The requestor will provide the Yankton County Historical Society with one copy, free of charge, of the publication, no later than three months after work is published.
6) The YCHS reserves the right to refuse to grant permission and/or provide photographic reproduction services to publishers and individuals who have not complied with these conditions in the past.
7) Payment - Items will not be available until full payment has been received by the YCHS. All sales are final and no refunds will be granted.
8) Limitation of Liability — Requestor will hold the YCHS, and its Board of Directors, harmless from all claims and expenses arising from use of the images(s). Under all circumstances, YCHS disclaims any and all liability in connection of use of the image(s).
9) The YCHS reserves the right to waive use fees, on an individual basis, at the discretion of the YCHS director. Such waiver of fees can be made only upon approval of written application.
10) The Yankton County Historical Society owns and operates the Dakota Territorial Museum and Mead Cultural Education Center.

Historic Photograph Reproduction Fees

The objective of offering digital print services at YCHS is to provide patrons with quality reproductions of materials in the organization's photo collection. Electronic scans of photographs and other materials in the museum will be produced consistent with the characteristics of the original photograph. We will not make any adjustments or manipulate the image in any way. When you are ordering scans, please indicate resolution, scan file type, and deliver method.

Scan resolution - 72 to 600 DPI (anything larger, please call 605-665-3898 for quote)
Scan File Type - TIFF, JPG, PDF

Research

Research on anything related to Dakota Territory, Yankton, and Yankton County - including but not limited to people, places, and images - will be charged $30 per hour.

Deliver Method

Files fewer than 5MB can be emailed directly unless otherwise specified. Items more than 5MB will be burned to a DVD and mailed for additional fee of $10

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