



Marco Island Historical Society
 180 S. Heathwood Drive
 Marco Island, FL 34145
 Tel: (239)-389-6447
 Web: themihs.com

Digital Image and Use Request Form

Requestor Contact Information

Name:		
Organization:		
Address:		
City:	State:	Zip:
Telephone:	Email:	

Material Requested

Please provide the catalog number, general description, or title of requested material(s). Attach additional pages if necessary.
1.
2.
3.
4.
5.

Intended Use

Please describe how the requested material(s) will be used. If used in a publication, please include the title, author, date, and any other relevant bibliographical information. If used for public display, please include the location (address), display method, and expected duration.



Marco Island Historical Society
180 S. Heathwood Drive
Marco Island, FL 34145
Tel: (239)-389-6447
Web: themihs.com

Cost/Fees

Requestor is responsible for all costs of reproduction, such as high-resolution scans and prints. Additional fees, dependent on intended use, may be applied at the discretion of the Marco Island Historical Society. Collected fees will be used to support and preserve the MIHS collection. Fees may be waived or reduced for use of images in non-profit, educational, or scholarly publications. See the latest MIHS Fee Schedule for current rates.

Conditions of Use

The following conditions apply unless otherwise stated by the MIHS:

1. Use is one-time only and non-exclusive, meaning the **image may only be used once** by the requestor and may not be subsequently reproduced in any format or by any other parties. In the case of digital reproductions (i.e., scanned images), permission must be secured in writing from the MIHS for any additional intended use(s) not explicitly agreed to in this document.
2. The MIHS makes no guarantees regarding the accuracy of any associated catalog data, nor does it guarantee the fitness or appropriateness of any materials for publication. Due diligence on behalf of the requestor is expected in this regard.
3. The permission to reproduce materials held by MIHS extends only to those rights held by MIHS. Any rights of other parties, known or unknown, are not held under this agreement. Consequently, the requestor is solely responsible for obtaining any and all permissions necessary from the holder of any copyright and/or related rights, such as individuals whose images and/or voices appear in the materials.
4. The requestor agrees to indemnify and hold harmless the MIHS from all claims, actions, judgments, and expenses that may arise from the use of provided material.
5. The requestor agrees to acknowledge the donor and/or creator of the image (when known), as well as the MIHS, as specified below. If the title, creator, catalog number, and/or donor are unknown, it is not necessary to include them.

Credit Line

Unless otherwise stated, credit line should read:

Photo by [photographer when known]. Courtesy of the Marco Island Historical Society.

By signing this form, the requestor agrees to all terms listed above.

Signature: _____ **Date:** _____

The Marco Island Historical Society acknowledges receipt of the above image request.

Signature: _____ **Date:** _____