



—Juneau Douglas—
CITY MUSEUM

IMAGE REPRODUCTION AGREEMENT

**HIGH RESOLUTION
JUNEAU-DOUGLAS CITY MUSEUM**

155 SOUTH SEWARD STREET
JUNEAU, AK 99801
(907) 586-3572

- **Mission:** Images from the collections of the Juneau-Douglas City Museum (JDCM) shall be used for informational and educational purposes only. Reproductions may not be used under any circumstances where the image is the primary factor in sales or the image is used outside its historical context.
- **Handling:** Items may not be removed from the Museum for copying or reproduction. Copy negatives and reproductions will be handled through a photographic services vendor selected by the Museum. Museum staff will be responsible for processing photographic orders.
- **Copy Negative:** If no negative exists for a requested image, the requesting party shall pay for the cost of producing the negative which will then become the property of the Museum.
- **Credit Line:** All reproductions must be credited to the Juneau-Douglas City Museum. For images used for display or in publication, any images must have attached, or placed in a prominent place near it, credit to the Juneau-Douglas City Museum, a credit to the creator (if known), the appropriate photo identification (trinomial number). In film or video formats, the Juneau-Douglas City Museum must be credited.

Juneau-Douglas City Museum, Photographer (if known), Image ID No.
(Example: Juneau-Douglas City Museum, Trevor Davis, JDCM 2020.32.002)

- **One Time Use:** This reproduction agreement covers one-time use only for the purpose stated by the requesting party in this agreement. Subsequent uses require a new Image Reproduction Agreement.
- **Courtesy Copy:** A copy of the finished product (book, magazine article, video etc) will be provided free of charge to the Museum. In the case of an exhibit, an image of the display in which the reproduction appears must be provided.
- **Copyright:** The requesting party assumes all liability for questions of legal authorship rights, copyright infringement, and invasion of privacy that may arise in the use of the reproduction.
- **Costs:** \$15.00 per image. **Pre-payment is required** for all reproduction services as stipulated in the fee schedule. Research costs are free for the first quarter hour, and are available at \$35/hour by agreement between Museum staff and the requesting party. Research requests in advance of a two-week notice will be charged \$45 plus hourly research fee.
- **Form Submission:** Email this completed form to museum.info@juneau.org.

Name _____

Organization _____

Address _____

Email _____

Phone _____

Image Number _____

Intended Use _____

I/we agree to the stipulations of this reproduction agreement concerning the use of images from the Juneau-Douglas City Museum Collections

Signature _____

Institution _____

Date _____

Permission granted by _____

Date _____

For Museum Use Only

Image Numbers: _____

Restrictions: _____