

Wayland Museum & Historical Society: Statement of Intended Use of Photographs

Requestor Name: _____ Date _____
Organization: _____
Address: _____
Phone: _____

Photograph Details

Photograph title or subject _____

Accession number _____ Collection name _____

Use of Requested Material (select all that apply)

1. Publications:

- | | |
|---|--|
| <input type="checkbox"/> Book / eBook | <input type="checkbox"/> Scholarly Journal |
| <input type="checkbox"/> Magazine / Newspaper | <input type="checkbox"/> Dissertation / Thesis |
| <input type="checkbox"/> Online / Website | <input type="checkbox"/> Brochure / Calendar Catalog (size: _____) |

2. Multimedia & Digital Media

- | | |
|--|---|
| <input type="checkbox"/> Audio Recording / CD / Radio / Podcast | <input type="checkbox"/> Mobile App |
| <input type="checkbox"/> Documentary - Broadcast | <input type="checkbox"/> Social Media / Digital Marketing |
| <input type="checkbox"/> Documentary - Non-Broadcast | <input type="checkbox"/> Video / DVD / Online Streaming |
| <input type="checkbox"/> Television (<input type="checkbox"/> Commercial <input type="checkbox"/> Public) | |

3. Exhibitions & Presentation

- Exhibition (Temporary Traveling Permanent With Online Component)
 Presentation (Powerpoint, Slides, etc.) (Temporary Traveling Permanent)

4. Other (please specify): _____

Project Details

(if known)

- **Title:** _____
- **Description:** _____
- **Author/Producer:** _____
- **Publisher/Production Company:** _____
- **Publication/Broadcast/Opening Date:** _____
- **Image(s):** B/W Color
- **Placement:** Interior Cover/Dust Jacket Full Composite Other: _____
- **Print Run/Circulation:** _____
- **ISBN** (if available): _____
- **Territory:** North America Worldwide
- **Publication Language:** _____
- **Editions:** First Use Reuse

I hereby agree to the terms and conditions and credit guidelines set forth by the Wayland Museum & Historical Society contract for Permission to Use or Publish Photographs:

Requester signature(s) _____ Date _____
_____ Date _____

Use Approved

Note: The countersigned permission form and invoice will be sent to the requester unless otherwise noted. Use is not authorized until Wayland Museum & Historical Society countersign the form, and all fees are paid.

Wayland Museum & Historical Society: Contract for Permission to Use or Publish Photographs

Wayland Museum & Historical Society (WM&HS) provides images in the requested format for one-time use only, as outlined in the attached *Statement of Intended Use Form*. Any subsequent reuse (e.g., reissue, translation) requires written permission and is subject to a reuse fee.

Typically, there is no charge for non-commercial use (including dissertation, thesis, class presentation, publication in a scholarly journal, or any academic publication that is not for sale).

In exchange for the image(s), the Requestor agrees to defend, full indemnify, and hold harmless WM&HS and its employees from any claims, liabilities, or damages (including attorney's fees) arising from the use, publication, or distribution of the image, including claims related to libel, privacy, publicity, or copyright infringement, regardless of the cause.

By signing below, the Requestor agrees to the following Terms and Conditions and Credit Guidelines:

Terms and Conditions

1. Complimentary Copy Requirement

- A complimentary copy of any published work (including digital products) featuring the image must be provided to WM&HS for archival purposes.

2. Reproduction and Permissions

- The Requestor may not reproduce, distribute, or sublicense copies of the image to third parties.
- Limited reproductions of the image are permitted for inclusion in online or printed course-pack materials directly related to the Requestor's approved work, provided all other contract terms are met.

3. Non-Exclusive Rights

- WM&HS retains full ownership and usage rights of the image.
- This contract does not grant exclusive usage rights, and WM&HS reserves the right to publish or authorize others to use the image.

4. Image Alterations & Presentation

- Images must be reproduced in their original form, unless expressly approved in writing by WM&HS.
- Alterations such as cropping, overprinting, use on colored backgrounds, or full-bleed printing are prohibited.

5. Web Usage Limitations

- Images used online must not exceed 1 megapixel (1600 x 1200 pixels) in resolution.

6. Endorsement & Attribution

- Any usage of the image by the Requestor does not imply endorsement or sponsorship by Wayland Museum & Historical Society.
- The Requestor may not use "Wayland Museum & Historical Society" or "WM&HS" in any way that implies sponsorship or affiliation without prior written consent.
- The name "Wayland Museum & Historical Society," "Grout-Heard House," or any related logos or symbols may not be used or registered without written approval from WM&HS, except as outlined in the credit guidelines below.

7. Museum Rights & Restrictions

- WM&HS reserves the right to:
 - Limit the number of photographic copies provided.
 - Restrict the use or reproduction of rare, valuable, or sensitive materials.
 - Deny permission for uses deemed inappropriate.
 - Adjust fees as necessary (see attached "Image Fees" for details).

8. Copyright

- Copyright for all photographs of WM&HS collection objects, whether taken by volunteers, staff or another photographer, is retained by WM&HS, regardless of intended use.

Credit Guidelines

The following standard credit format must be utilized for each image or further permissions will be denied:

“Courtesy of the Wayland Museum & Historical Society, [Name of image], ID# . All rights reserved.”

Please follow these guidelines:

- **Published Materials (digital and print):** Credit should be on the same or facing page as the image or a separate photo credits page. Each image must be credited.
- **Audio Recording / CD / Radio / Podcast:** Credit would be spoken in any “Credits” section.
- **Films/Video Presentations:** Credit should appear in the “Sources for Illustrations/Images” or “Credits” section.
- **Online/Website:** Credit should appear near the image or in a “Sources of Illustrations/Images” section. Include the image's full negative number and file name, and link to <https://www.waylandmuseum.org/>. Images must not exceed 1 megapixel (1600 x 1200 pixels).
- **Apps:** Credit should appear near the image or in a “Sources of Illustrations/Images” section.
- **Exhibitions:** Credit should be placed near the original copy in the exhibition area.
- **Presentations:** Credit should appear on the same slide as the image or a separate photo credits slide. Each image must be credited.

Sign and date _____