

**MARIN HISTORY MUSEUM**  
**Photographic Image Request Form**

**Please provide all relevant information.**

Date: \_\_\_\_\_

**I. CLIENT INFORMATION**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, & Zip code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Commercial     Scholar     Personal use  
 Non-profit (tax id # \_\_\_\_\_)

**II. IMAGES REQUESTED (use separate sheet for additional images)**

Object ID	Title/Description	Format

**PROCESSING FEES:** All photographic image orders must be paid in advance.

**III. INTENDED FOR PUBLICATION:**  Yes\*  No

**\*If the photographic materials ordered on this form are intended for publication, now or in the future, clients must fill out Section IV: Project & Usage to request permission to publish.**

**IV. PROJECT & USAGE**

A. Choose final usage medium and circle appropriate project type:

- Print medium:    Book        Periodical        Advertising        Commercial product
- Display or exhibit
- Digital medium:    Website        Film/Video        Commercial product
- Other: \_\_\_\_\_

B. Brief Description of Project/Product:

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C. Publication Information:

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Author(s) \_\_\_\_\_

Place & Date of Publication \_\_\_\_\_

Size of Initial Print Run \_\_\_\_\_

**IV. COPYRIGHT PERMISSION**

**The Marin History Museum holds copyright to images in its collection, unless specified otherwise by Marin History Museum staff. Clients are responsible for securing appropriate copyright permission if copyright is held by another institution, organization or individual. No materials will be released without the written permission of the copyright holder.**

V. METHOD OF DELIVERY: \_\_\_ Dropbox \_\_\_ Flash drive

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Order received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email a scanned copy this completed request form to: [heather@marinhistory.org](mailto:heather@marinhistory.org)**