

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:

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

Or mail completed form to: Marin History Museum, P.O. Box 150727, San Rafael, CA 94915