



IMAGE USE PERMISSION FORM

Request for permission to publish, display or broadcast reproductions from the collections of the Excelsior-Lake Minnetonka Historical Society

Use: Personal Non-Profit Commercial Media Exhibit

Name _____

Author _____

Publisher _____

Address _____

Phone _____ E-mail _____

Title or URL _____ Date of Use/ Publication _____

Media type: Book Newspaper/Magazine Brochure & misc. printed material
 Broadcast Film/Video Advertising Digital Media CD or DVD
 Website Exhibit or Display

Conditions

1. Possession of an Excelsior-Lake Minnetonka Historical Society image does not constitute permission to use it. ***Permission must be requested in writing.*** Attach image list to this form.

2. ***Permission is for one-time, one-project use only.*** The Society retains all rights to the images, and they may not be used for any purpose other than that listed on this form.

3. Commercial users must pay the use fee in advance of receiving a permission form signed by the Excelsior-Lake Minnetonka Historical Society.

4. **Credit must be given to the Excelsior-Lake Minnetonka Historical Society** and the creator of the work, if known.

5. Credit must appear with the image or on a credit page that indicates the page number and position on the page.

6. If the image is still under copyright and the copyright is not held by the Society, the requestor must seek permission from the creator of the work or from the current copyright holder. The Society will provide the creator's name, if known.

7. Photographs may be cropped to suit design and layout, but they may not be altered, colorized, or drawn upon without a letter of permission in addition to this form.

8. The Society reserves the right to decline permission to publishers and individuals who have not complied with these conditions.

9. In some cases, the Society will request that a copy of the publication be donated to the Society. For web site use, the URL should be supplied.

I agree to abide by the conditions above, and to pay the use fee, if applicable. Also, I have been authorized to act on behalf of the publisher. I have attached a list of the items to be used to this form.

Requestor's
Signature _____ Date _____

Permission is hereby granted provided the Requestor meets the conditions listed above and paid the use fee, if applicable.

Paid use fee amount _____

ELMHS Staff Signature _____ Date _____