



City of
WAYNE

HISTORICAL MUSEUM

The following policy has been adopted by the Wayne Historical Museum, concerning the use of original photographs in the Museum archives.

1. No photographs that are property of the Wayne Historical Museum can be removed from the Museum.
2. Any photographs that are copied by scanning or by the use of a digital camera, once printed. To properly credit the museum. The following must be placed on the back of the photographs.
"COURTESY OF THE WAYNE HISTORICAL MUSEUM, WAYNE MICHIGAN 48184"
 - A. With printed matter, it is preferred that the credit line appear on the same or facing page of the illustration
 - B. With exhibitions, credit must appear in the exhibition area.
 - C. One complimentary copy of the published document, should be donated to the Wayne Historical Museum
 - D. Photographs will not be loaned to persons who are students, or anyone working on a project. Photographs must be scanned by Museum staff to a CD; fees must be paid in advance. Two weeks must be allowed for the scanning to be completed.
 - E. When a CD is completed and ready for pick up, the person may pick up in person during regular hours of operation. For a CD to be mailed appropriate fees be paid.
3. Persons who wish to copy photographs must file a Statement of Intended Use; this statement must be approved by the Museum Manager.
4. If a person wishes to borrow photos from the Museum archives, the procedure is: the photographs are selected, fees are paid in advance and the photographs are scanned by Museum staff to a CD.
5. Churches, Businesses, Newspapers and Clubs who request to borrow photographs from the Museum to be used in a display.
 - A. Must file a Statement of Intended Use, which must be approved by the Museum Manager.
 - B. The selected photographs must be scanned by Museum Manager to a CD, There will be no charge for this service to the above groups.
6. No marks will be placed on any original photography by anyone who is making copies by use of a digital camera or by scanning. No tape, glue, plastic or any other type of holding device can be used.
8. When a CD is completed and ready for pick up, the person may pick up in person during regular hours of operation, or the person can pay \$6.00 shipping and handling, for the C D to be mailed to an address.

11/2009



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DATE: -----

I -----Have made copies of photographs from the Wayne Historical archive, by use of a digital camera or by scanning the photographs. I agree to place the following on the back of each photograph when is printed. The following words must accompany any reproduction of this photograph.

COURTESY OF THE WAYNE HISTORICAL MUSEUM, WAYNE MICHIGAN. 48184

If the are placed on dispaay in a movie or in a book, the photos must received a credit as photographs from the Wayne Historical Museum.

DATE :
SUBJECT :
NAME :
ADDRESS :
CITY/ STATE :
NUMBER OF PHOTOGRAPHS :

PHOTOGRAPHS USED FOR :
MUSEUM MANAGERS APPROVAL :

11/2009



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STATEMENT OF INTENT

DATE:	INTENT #:
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NAME:
GROUP NAME:
ADDRESS:

CITY:	STATE:
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Explain the intent of how the photographs, will be used and the reason for the use

MUSEUM MANAGER APPROVAL:



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- ❖ Xerox copies of photographs can be made by Museum staff, at a cost of 50 cents per photo
- ❖ Scanned copies of photographs, can be made at the museum as a cost of \$3.00 per photo
- ❖ Professional copies of photographs can be made, but they must be sent out and will take one week to complete. The cost per copy is \$10.00 for one photo in the size of 8 X 10
- ❖ Copies of several photographs can be made by the museum staff by scanning the photograph to a CD, this process may take up to two weeks, the cost per CD is \$25.00
- ❖ If photograph is to be mailed to an address the cost will be \$6.00, or more depending on the weight and volume.

11/2009