

Shenandoah Valley Folk Art and Heritage Center
Harrisonburg-Rockingham Historical Society
P.O. Box 716 • Dayton, VA 22821
540-879-2616

Image Reproduction Application

The Harrisonburg-Rockingham Historical Society's photograph collection is a treasure that we want to share with all of our patrons, while preserving for future generations. Our policies and procedures are designed to meet these objectives. Visitors to the Folk Art and Heritage Center in Dayton can view the photographs and information about them by using a computer database in our genealogical library that contains digital images of each photograph. Access to the original photographs is restricted.

This application is a tool we use for our patrons to obtain quality copies of the photographs for both personal use and publication. Funds generated by the sale and use of these copies help support the operations of the Harrisonburg-Rockingham Historical Society and our museum. HRHS is a non-profit organization.

Name: _____ **Organization:** _____
Address: _____
Phone: _____ **E-Mail:** _____

Intended use for reproduced image: (Project, title, date, purpose, etc.)

Items requested: (image number and description)

Image: _____ **Publication fee:** _____ **Disc:** _____
Shipping and Handling: _____ **Virginia Sales Tax:** _____ **Discount:** _____
TOTAL COST: _____

I have read and understand the conditions listed on the reverse side of this form and agree to comply with them.

Signature: _____ **Date:** _____

Request : approved _____ denied _____

HRHS Signature _____ Date: _____

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Fees: We request payment at the time of application

Digital Image (300 dpi, 800 pixels):	\$10.00
Available as an inkjet print or on disc. If the image is desired on disc, please explain the need for this medium in the application	
Publication Rights Fee:	\$25.00
This fee is per publication. For example, if 10 different images are used in one edition of a publication, the \$25.00 fee is charged once.	
Photographic Copy:	\$25.00
A photograph taken from the negative	
Shipping and handling fee:	\$ 4.50
Compact Disc:	\$ 3.00

- A 10% discount is provided for all members of the Harrisonburg-Rockingham Historical Society.
- A 10% discount is provided for non-profit organizations.

Obtaining copies of images does not imply the right to publish, recopy, or reproduce them in any form, without the express written permission of HRHS. HRHS provides the materials based on a one-time use solely for the specific indicated purpose. Additional use requires written application and approval. If the image is published, two copies of the publication must be sent to HRHS (address above). Any significant alterations to the image must be noted in the application and approved by HRHS.

Harrisonburg-Rockingham Historical Society reserves the right to refuse reproductions

Please provide the following credit line in exhibit, publications, research etc:

Courtesy Harrisonburg-Rockingham Historical Society, Dayton, VA

Please allow 1-2 weeks for reproductions. Some images may take up to 4 weeks.