

City of Fortuna – Depot Museum

Terms and Conditions for Use of Images and Research Services and Fees

Updated 10/2014

Do you see a photograph in our photograph collection that you just have to have? Are you a researcher who needs a photograph for your project? Do you have a school history paper and need the perfect photograph to illustrate your text? We can help!

Personal Use

...means using an image for personal, non-commercial purposes such as a wall display in a private residence and personal historical research.

Research Use

...means using an image in scholarly research, for reference, or for teaching, but does not include publication.

Commercial Use

...means using an image in a commercial application such as advertising, marketing, publication or corporate/public display in any form.

To make a request for photo usage, fill out the Photo Use Form and submit by one of the following:

Email: fortunamuseum@ci.fortuna.ca.us

Address: 3 Park Street, Fortuna CA 95540

Photo Reproduction Fee is determined as follows:

- Private use of a Depot Museum photo, no publication: \$5.00 per photo
- Publication of a Depot Museum photo for scholarly, non-profit use: \$10.00 per photo
- Commercial use of a Depot Museum photo for publication, advertising, or display: \$20.00 per photo

Conditions of Sale of a reprint from the Fortuna Depot Museum photo collection:

- Permission is granted for one-time use of prints only.
- Prints may not be made for resale.
- If an image is published in a newspaper, journal, brochure, book or the like, a credit line must be included near the published photo "Courtesy of the Fortuna Depot Museum".
- We request that patrons who use a Fortuna Depot Museum photo in a published form donate a copy of the publication to the Fortuna Depot Museum.

Research Fee is determined as follows:

- Free up to one hour; hourly rate of \$20.00 after the first hour
- Students, elementary through graduate school, free up to 3 hours; hourly rate of \$10.00 after three hours.
- Photocopies are \$.25 per sheet

To make arrangements for research services, fill out the Research Request Form and submit by one of the following:

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If you have questions about these policies, please telephone the Depot Museum at 707-725-7645. Requests for information should be as specific as possible. Museum Curator will make a search of the holdings in response to inquiries. Response time depends on the complexity of the subject matter. Routine research inquiries and photocopy requests will normally be completed within 3-4 weeks. For other requests, the Museum staff will provide an estimate of the research time needed. This estimate is subject to revision.