



**Summerland Museum & Archives Society**  
**PERMISSION TO USE ARCHIVAL MATERIAL**  
**REPRODUCTIONS**

PO Box 1491, 9521 Wharton St. Summerland B.C. V0H 1Z0  
250.494.9395 info@summerlandmuseum.org  
www.summerlandmuseum.org

Non-Exclusive License for Use

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Postal code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Is hereby granted a non-exclusive license to reproduce or display archival material or photographic images derived from the Summerland Museum and Archives Society's Archive collections, as listed on attached sheet, for use in exhibition, resale, reproduction or other agreed upon use, in the following manner:

**Title of Publication/Display/Film/etc:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates of use:** \_\_\_\_\_

**How to be used:**

---

**Accession Numbers of Photos Used:**


**Please read the following guidelines carefully:**

I/We hereby agree to the following conditions which shall constitute the terms of this non-exclusive license:

1. Reproductions: The Museum will not allow any image or archival material to be removed from its collections for copying or reproduction by any private party or individual. All document reproductions, copy negative and photographic reproduction will be handled as specified by the Museum.

2. One Time Use: Written permission must be secured from the Museum to exhibit, resale, publish or reproduce in any form any archival material or photographic images that are obtained directly or indirectly from the Museum. Permission may be granted for one-time mutually agreed upon use only. Additional permission is required if the reproduction is to appear as a frontispiece, advertisement, chapter divider, book cover, dust jacket, individual reproduction or is not referred to directly in the text of a book in which the image is used. In such cases, additional fees (as outlined in the fee schedule) will be required and all other terms herein are applicable. All other rights, including those of further reproduction or publication, are reserved in full by the Museum.

3. Credit Line: Publication or display of any archival material or images shall include credit to the Museum, and shall read: "(Item #) Courtesy of the Summerland Museum and Archives Society, Summerland, B.C." In terms of styles of publications, the credit line will follow these specifications:

a. With printed matter, it is preferred that the credit line appear on the same or facing page as the illustration or with other "sources of illustrations." Crediting of each individual archival item or image is necessary in all cases.

b. With films, filmstrips, video, and PowerPoint presentation use, include the credit with other "sources of illustrations." In manuals that accompany filmstrips, give credit at the point where the illustration is discussed.

c. With displays and exhibitions, show credit with "Sources."

4. Copy to the Museum: Researchers, authors, publishers, advertisers, film/video producers and anyone else using reproduction material in any format from the Museum, shall furnish free of charge to the Museum, one copy of the finished product, and color photographs of any exhibitions in which any material from the Museum may appear.

5. Alterations: All efforts should be made to make reproductions as faithful and accurate as possible. Alteration in reproductions of archival material or photographs are subject to prior review and/or approval by the Museum. All reproductions, in any form, produced directly or indirectly from images or archive material acquired through the Museum are bound under the original agreement under which the original material or images were obtained.

6. Subcontracts: The Museum gives no exclusive rights to any publisher, author, or photographer, and assumes no responsibility for duplication of subjects by others and no responsibility for claims by third parties. All subcontracts regarding the reproduction of archival material or images pursuant to this non-exclusive license shall incorporate this agreement and all of its terms shall be applicable. No subcontracts may be entered for the purpose of reproducing archival material or images without the express consent of the Museum.

The Summerland Museum and Archives Society is a non-profit organization. Thank you for your interest in the heritage of our community.

\* \* \* \* \*

I/We have read and agree to the above listed stipulations concerning use of archival material or photographic reproductions in the collections of the Summerland Museum and Archives Society.

**Signature:** \_\_\_\_\_

**Name** (Please print): \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Museum Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_