#  Alaska State Archives & Alaska State Library – Historical Collections Alaska’s Digital Archives / High-Resolution Image PERMISSION AND ORDER FORM

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. LIST EACH IMAGE IDENTIFIER NUMBER: (Example: P39-0971 or Office of the Governor, VS 1888)**

B. IMAGES WILL BE USED FOR WHAT PURPOSE

## CONDITIONS

*The Alaska State Archives and Library reserves the right to refuse the use of its images if that use appears to violate copyright laws, or is contrary to these conditions.*

1. **PERMISSION IS FOR ONE-TIME-USE, ONLY, and is not transferable.** Subsequent uses or formats require a new Permission Form.
2. **FEE**: $25.00 per image, Visa/MC/Discover, check or money order, in U.S. dollars, for email delivery of link to high resolution tif file. **PREPAYMENT IS REQUIRED.**
3. **ADDITIONAL FEES**: $50/hr/staff may be charged for large orders or photo research.
4. **USE:** Educational and informational purposes only (donor restrictions may apply).
* **IMAGES** may not be altered, superimposed, transposed or cropped in any way that changes the meaning or context of the image or compromises its authenticity as an historical document.
* **IMAGES** may not be duplicated, sold, used commercially, or in any way except as specified above.
1. **EXCEPTIONS** **OR ADDITIONS** to these conditions must appear on this form and be approved by Alaska State Archives or Library.
2. **COPYRIGHT**: Applicants assume full responsibility for questions of potential copyright violation in their use of materials, digital or otherwise.
3. One **COURTESY COPY** of the production or publication that uses the item(s) must be sent to the Alaska State Library, Historical Collections.
4. **CREDIT LINE AND DISPLAY**: All reproductions must credit the Alaska State Archives or Library attached to the image in a prominent place as follows:

***Alaska State Archives, Collection, Photographer (if known), Box No.***

*(Example: Alaska State Archives, Office of the Governor, Photo by Jane Doe, VS 1888)*

***Alaska State Library, Collection, Photographer (if known), Image ID No.***

*(Example: Alaska State Library, Skinner Foundation Collection, J.E. Thwaites, P44-01-017)*

I agree to use the images for the stated purpose and according to the above (8) terms and conditions:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

### Mail or Fax to: ALASKA STATE LIBRARY - HISTORICAL COLLECTIONS [or]

###  ALASKA STATE ARCHIVES

###  PO Box 110571

### Email to: JUNEAU, ALASKA 99811-0571

asl.historical@alaska.gov PHONE: (907) 465-2925 (Library)

 FAX: (907) 465-2151

DO NOT WRITE BELOW THIS LINE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved,

Alaska State Archives/Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of items\_\_\_\_\_\_ x $25 = $\_\_\_\_\_\_\_\_ Fee received \_\_\_\_\_\_\_\_\_Images sent \_\_\_ Photocopy given \_\_\_