

HISTORIC PHOTOGRAPH INTAKE FORM

Photograph provided by:

Name of donor: _____

Address: _____

Phone: _____ Email: _____

Description of Photograph:

Provide as much information as possible: where and when taken, names of persons, places, buildings, name of photographer.

#1 Description:

Condition: _____ Approximate Size: _____ Date Taken: _____

#2 Description:

Condition: _____ Approximate Size: _____ Date Taken: _____

#3 Description:

Condition: _____ Approximate Size: _____ Date Taken: _____

#4 Description:

Condition: _____ Approximate Size: _____ Date Taken: _____

#5 Description:

Condition: _____ Approximate Size: _____ Date Taken: _____

continued on reverse side

Agreement & Copyright:

I warrant that I am the owner of the material/s listed above and I am hereby donating digital copies of the material/s to Wayland Main Street (WMS) and Henika District Library (the Library). For the purposes of the Historic Photograph Project, the copyright owner is the person who took the photograph or commissioned the photograph. Photographs made before 1 January 1956 are no longer in copyright. If you are the copyright owner, you have the option of granting permission to WMS and the Library to make use of your photo in a variety of ways.

I am the copyright owner **or** I am unsure who the copyright owner is

and

I grant WMS and the Library the right to reproduce, use, exhibit, display, distribute, and create derivative works of these images in any media now known or later developed.

I hereby release my photographs to WMS and the Library for the duration of 30 days to be digitally scanned and release, waive, discharge, and covenant not to sue Wayland Main Street, Henika District Library, the respective Boards, officers, agents, or employees from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss or damage that may be sustained to any property belonging to me while participating in the Historic Photograph Project.

Signature: _____ Date: _____

For Office Use Only:

Received by: _____ Date: _____

Scanned by: _____ Date: _____

Description of Photograph:

Provide as much information as possible: where and when taken, names of persons, places, buildings, name of photographer.

#6 Description:

Condition:

Approximate Size:

Date Taken:

#7 Description:

Condition:

Approximate Size:

Date Taken:

#8 Description:

Condition:

Approximate Size:

Date Taken:

#9 Description:

Condition:

Approximate Size:

Date Taken:

#10 Description:

Condition:

Approximate Size:

Date Taken: