

## St. Croix County Historical Society Photo Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Photo Request:

*Describe the person or place you are seeking – if possible include dates and addresses.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR SCCHS USE ONLY

ID# \_\_\_\_\_

ID# \_\_\_\_\_

ID# \_\_\_\_\_

ID# \_\_\_\_\_

For personal display     For commercial use     For publication

Use In (name of book/article): \_\_\_\_\_

Name of Author: \_\_\_\_\_ Phone: \_\_\_\_\_

Publisher's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Publisher's Address: \_\_\_\_\_

Quantity of first printing: \_\_\_\_\_ Estimated Publication Date: \_\_\_\_\_

### Photo Use and Fees:

Use Fee     Fee Waived (Authorization by: \_\_\_\_\_)

\$ \_\_\_\_\_ Scan (\$20 ea.)    \$ \_\_\_\_\_ Prints (\$20 ea.)    Total: \_\_\_\_\_

\$ \_\_\_\_\_ Photocopy (5 cents ea.)    \$ \_\_\_\_\_ Additional research (\$5/hr)    \$ \_\_\_\_\_ Postage (\$5 min.)

Delivery:  on a CD     on a supplied flash drive    or     by email

jpg or other: \_\_\_\_\_     Greyscale or  Sepia tone     8" x 10" or other: \_\_\_\_\_

If more than 10 photos, Price is discounted to \$15 each - half of the cost must be prepaid.

A Waiver Form must be completed and signed for all photos used.

All original photos, negatives and scans are property of the St. Croix County Historical Society.

If photographs are to be mailed, postage and packaging cost will be added.

### Photo Credits:

All photographs displayed publicly must have the following credit with the photo: "Courtesy of St. Croix County Historical Society, Hudson, WI" or "St. Croix County Historical Society Photo Collection, Hudson, WI."

Submit form to: [octagon@stcroixcountyhistory.org](mailto:octagon@stcroixcountyhistory.org) or SCCHS, 1004 3<sup>rd</sup> St., Hudson, WI 54016