

BALDWIN COUNTY DEPARTMET OF ARCHIVES & HISTORY

Permission to Publish Baldwin County Media Group Collection

Conditions and Guidelines:

- 1. All materials provided remain the property of the Baldwin County Department of Archives and History (BCDAH), and may not be published, exhibited, broadcast, posted on the internet, sold, traded, shared, or used in any way not specified in this agreement without written permission of the BCDAH.
- 2. Permission must be requested using this form. The BCDAH does not sign outside permission forms.
- 3. Permission is granted here for one-time, non-exclusive worldwide publication/production rights, as well as for promotional purposes relating to the publication/production. This grant of permission is in perpetuity and applies only to the requested publication/production. Other uses will require additional permission.
- 4. The BCDAH represents that it has the appropriate copyright and reproduction rights to enter into this agreement and grant the permission granted herein.
- 5. The publishing party assumes full responsibility for the use of the material and conformity to the laws of defamation and privacy, and holds harmless the BCDAH from any claims arising for this use.
- 6. The material may not be substantially altered. Elements such as people, signs, or any other party of the images may not be digitally removed or added. The perspective or depth of the image may not be digitally altered. Images may not be reversed. Cropping and/or enlargement to enhance portions of the images is permissible, as are adjustments to enhance the definition of the images.
- 7. Material should not be presented or described in any way that does not accurately describe its content, time period, or geographic location.
- 8. Images may not be posted on websites at resolutions higher than 7 dpi.
- 9. The following credit line must be included for each item reproduced (for films, a credit line in the closing credits will suffice):

Baldwin County Department of Archives and History. Donated by Baldwin County Media Group/Photo by [name of photographer], [name of newspaper]. I/we request permission to reproduce the following image(s) from the Baldwin County Media Group Collection at the Baldwin County Department of Archives and History.

Description of Image	File Name
The intended use is (check one): Non- The result will be (check at least one):	
Book Article Exhibit Other (please specify):	
Title:	
Author/Publisher/Producer:	
Expected date of publication/release:	
Name:	

Address:

Email	Telephone
I agree to abide by all the guidelines of the Baldwin Corelating to the use and reproduction of material from Collection, to ensure that proper credit is given, and to United States as they relate to this material. I certify for the company, institution, or organization requesti	the Baldwin County Media Group to abide by the copyright laws of the that I am empowered to sign agreements
Sign here	
Signature	Date
Please return to:	
BCDAH Use Agreements 312 Courthouse Square, Suite 26 Bay Minette, Alabama 36507 Fax: (251) 580-2528 Email: archivalrecords@baldwincountyal.gov	
Approved by BCDAH	
Director of Archives and History	Date

1 Non-Commercial use includes, but is not limited to, the development of curricular resources for education, presentation made to public or private audiences with an educational or informational purpose; publication in scholarly or popular books, magazines, journals, newspapers, blogs, documentaries, and other productions with an educational or informational purpose and in which the item(s) from the collection are to be used for illustrative purposes.

2 Commercial use includes, but is not limited to, publication in any commercial medium in which the item(s) are a principal focus of content; use in films produced for commercial distribution; and reproduction on items of merchandise.