



MARTHA'S VINEYARD MUSEUM

59 School Street ~ Post Office Box 1310 ~ Edgartown, MA 02539
 508 - 627-4441 ~ Fax 508-6274436 ~ www.marthasvineyardhistory.org

Application for Permission to Photograph, Publish or Display Images of Collection Items Belonging to the MVM

Please fill out all applicable information and mail or fax to the MVM curator, Jill Bouck at the above address for consideration. If permission is granted, you will receive a counter-signed copy of the application. Applicant must also agree to the requirements of the MVM Image Reproduction Policy.

Applicant:	Author _____ Publisher _____ Editor _____ Producer _____ Curator _____
Organization:	Telephone: Fax: Email:
Address:	Non-Profit #: Fee:
MVM Collection Item(s) for Use (description and accession number):	Publication Format: Book _____ Magazine _____ Academic Journal _____ Film/Video _____ CD-Rom _____ Internet Site _____ Thesis _____ Advertisement _____ Exhibit _____ Other _____
Title of Use Project:	Other:
Expected Date of Publication/Release:	Estimated Circulation/Print Run of Publication:
Photographer:	Author/Editor/Producer:
Publisher:	Address:

Credit line must include the photographer if known and the phrase: *From the Collections of the Martha's Vineyard Museum*

Applicant Signature:

Date:

MVM Authorization:

Date:

Policy for the Use of Images from the Collections of the MARTHA'S VINEYARD MUSEUM

1. All photographic prints and photocopied material are supplied for study purposes only unless permission is obtained from the MVM.
2. Removal of collection material from the MVM premises without permission from the Curator is prohibited. (Please see the MVM Loan Policy.)
3. The MVM reserves the right to refuse to duplicate or photocopy fragile or rare materials and limit the number of reproductions of unique collection images or materials.
4. Personal photography or scanning of museum collections is prohibited. For images of non-photographic collection materials, arrangements must be made through the curatorial department.
5. Use fees outlined in this policy cover a one-time, single edition, single language use. Additional editions carry a fee of 50% of the original use fee, per image. Rights do not automatically extend to multi-language publications. The MVM must be notified if foreign language or additional editions are to be published.
6. A credit line must appear with the image being reproduced and should credit the photographer if known and state: "Courtesy of the Martha's Vineyard Museum". If the credit line does not appear in close proximity to the image, it should appear in a section devoted to credits. Should credit line requirements not be met, the applicant/institution will be subject to an additional fee and loss of future reproduction privileges.
7. Images and permission to reproduce them may not be reused, transferred, assigned or sold without written permission of the MVM.
8. To qualify for non-profit use fees, organizations or individuals must provide suitable documentation such as letters of identification declaring 501(c)3 status, or federal tax-exempt certificates.
9. All matters of publication copyright rest entirely with the publisher.
10. Orders for images will be processed after a completed application and full payment have been received.
11. The Martha's Vineyard Museum requires one complimentary copy of the publication or CD-ROM in which the image(s) will be reproduced. If Internet related, the MVM requests the address of the site on which the image(s) will be posted.
12. Shipping charges will be determined according to the size of an order and will be added to the processing and use fees. Average shipping time for an order is ten days to two weeks. A surcharge will be added for rush orders and priority handling cannot be guaranteed.
13. Filming on MVM property is prohibited without the permission of the Executive Director.