

Clarkdale Historical Society and Museum
900 First North
P O Box 806
Clarkdale, AZ 86324
info@clarkdalemuseum.org

REQUEST FOR INFORMATION

I request information on:

Background information you have which will help us in our research. Please write legibly. Include as much information as you can.

Your Name:

Date:

Email:

Phone Number:

Mailing address:

When is information needed?

[illegible]

Museum staff

Completed by:

Date:

Contract for Permission to Use Materials

The Permission to Use contract is **REQUIRED** to receive permission to publish, broadcast or exhibit images of materials from the Clarkdale Historical Society & Museum collection in any format. All Permission to Use contracts must be approved and fees paid in advance.

Name of Applicant: _____

Organization or agency (*if applicable*): _____

Type: ☐ Commercial

☐ Non-Profit

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Intended Use of Material:

Title of Work and Format (eg, book, lecture):

Author/Producer (*if applicable*): _____

Publisher/Distributor (*if applicable*): _____

Print Run/Subscribers (*if applicable*): _____

Projected date of publication/broadcast/presentation/exhibition: _____

☐ Other (*please describe*) _____

Materials to be Used:

ID Number/Collection	Title or Description	Use Fee (refer to fees list)
(see additional sheet)	(items carried over from additional sheet)	
Permission to Use TOTAL*		

Statement of Responsibility:

- ☐ I certify that the information on this form is correct and that I am authorized to enter into this agreement on behalf of the stated organization.
- ☐ I have read and agree to the stated Conditions of Use.

Signature of Applicant

Date

The Clarkdale Historical Society & Museum acknowledges payment in accordance with the conditions specified herein. Permission is hereby granted to the above for the use described

CHSM Representative Signature

Date Approved

CHSM Representative (printed name)

CONDITIONS OF USE:

This application is solely for permission to publish, broadcast or exhibit images.

Permission is granted when this application is countersigned by an authorized representative of the Clarkdale Historical Society & Museum Staff.

Scope of Permission:

Permission to use the items is limited to the applicant and is **non-transferable**. **Permission is granted only for the express purpose described in this application. Items from may not be copied, scanned, exhibited, resold, or donated to other institutions, or used for any other purpose than that specified in this application.**

Credit:

In addition to any applicable copyright credit, all use of the materials must credit Clarkdale Historical Society & Museum as the owner of the source material. The credit should appear in close proximity to the image or in a special section devoted to credits. The source credit shall read substantially as follows:

Courtesy of Clarkdale Historical Society & Museum.

(example: Courtesy of Clarkdale Historical Society & Museum / John Bell photos)

Copies of image shall not be deposited in another library, archive or repository without the permission of Clarkdale Historical Society & Museum.

Promotional Use:

As an incident to an authorized use, in connection with the marketing and distribution of the Product, applicant may use the image on the packaging of the product and in any advertisement, product catalogs, or publicity or promotional materials (a "Promotional Use"), provided that if the image is so used, Clarkdale Historical Society & Museum shall be given a credit in the same page as the image appears.

Applicant agrees that any Promotional Use will be made solely in a manner that indicates that the image is part of the content of the Product, and Clarkdale Historical Society & Museum's name will not be used as aesthetic or design elements in such Promotional Use.

Museum Research/Reproduction Fees

Non-profit Organizations

Research/usage fee: \$25 (waived for Yavapai County museums), plus

Digital photos or scans: 1-5 no fee

Digital photos or scans: 6-20 \$1 each

Digital photos or scans: 21 or more \$2 each

Photocopies or scans: no fee (limit 3)

Additional research or assistance time: \$25 per hour (or fraction thereof)

Additional photocopies or scans (over 3) \$2 each

Commercial

Research/usage fee: \$50 (waived if business member), plus

Commercial use: no fee for 1-5 digital photos

Commercial use: 6+ digital photos \$5 per photo

Photocopies or scans: no fee (limit 3)

Additional research or assistance time: \$25 per hour (or fraction thereof)

Additional photocopies or scans (over 3) \$2 each

Updated July 2025