



TRAIL HISTORICAL SOCIETY

# TRAIL HISTORICAL SOCIETY TRAIL MUSEUM & ARCHIVES

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250-364-0829



our reflections. our connections.

## PERMISSION FOR USE APPLICATION AND USE FEE INFORMATION

The Trail Historical Society and the Trail Museum & Archives reserves the right to determine what and how materials within its care can be used and to levy fees for use. The Trail Historical Society reserves the right to waive any fee at their discretion. Fees are subject to change without notice. Donor and THS policy restrictions may also apply, including the West Kootenay Power & Light Co. Fonds and The Trail Times Photographic Collection. Use fees are charged in addition to reproduction costs/digital files as per *Categories of Use* (See Section I).

### **CATEGORY 1: Research or private study.**

Includes: personal research, personal interior decoration; personal website using own family material; research by students, academics, research specialists, private agencies, government, educational institutions or other.

No *Use Fee* is charged.

### **CATEGORY 2: Non-profit/Government Agencies (federal, provincial, municipal, or regional, publicly-funded educational institution)**

Includes: publication—traditional or digital; thesis; display, presentation including website, PowerPoint, news broadcast or newspaper; interior decoration; advertising including print, website, presentation, display, CD-Rom, DVD; products for re-sale.

**Permission for Use** application *is* required—SEE Section II.

No *Use Fee* is charged **EXCEPT** for products for re-sale.

### **CATEGORY 3: Commercial**

Includes: trade publication—traditional or digital; display, presentation including website, broadcast film or video; interior decoration for office or commercial space; advertising; products for re-sale.

**Permission for Use** application *is* required—SEE Section II. A **Use Fee** is charged.

II. **PERMISSION FOR USE APPLICATION**—Allow one week for the application review.

**Category 2**  Registered non-profit agency  Government agency  Educational Institution

**Category 3**  Commercial

**Name and/or Company/Agency**

**Postal Address**

**Phone:** \_\_\_\_\_

**Email/Fax:** \_\_\_\_\_

√ (please check) **Permission for Use** is requested for the following:

- PUBLICATION non-exclusive, one-time use, world rights, all languages
- EXHIBITION, INTERPRETIVE DISPLAY, TOUR, PRESENTATION
- INTERIOR DECORATION
- ADVERTISING (product or service)
- PRODUCTS FOR RE-SALE

**PUBLICATION/EXHIBITION/PRESENTATION:** book, magazine, journal, newspaper, encyclopedia; news broadcast; broadcast or DVD video/film/sound; exhibition, interpretive display or tour, including web editions (\*CATEGORY 3—Use fee is charged)

<b>MEDIA</b>	<b>*USE FEE</b>
<ul style="list-style-type: none"> <li>● Still photographic or textual document image</li> <li>● Sound recording (subject to THS policy)</li> </ul>	<ul style="list-style-type: none"> <li>● \$10.00 per image</li> <li>● \$25.00 per minute or portion</li> </ul>
<ul style="list-style-type: none"> <li>● Moving image: original film or video footage</li> </ul>	<ul style="list-style-type: none"> <li>● In lieu of use fees, entire film must be transferred to recognized archival standard video at expense of client.</li> </ul>
<ul style="list-style-type: none"> <li>● Moving image: copy video of original film footage or video</li> </ul>	<ul style="list-style-type: none"> <li>● \$30.00 per minute</li> </ul>

**INTERIOR DECORATION** (CATEGORY 3—Use fee is charged)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Still photographic or textual document image</li> </ul> | <ul style="list-style-type: none"> <li>● \$25.00 per image</li> </ul> |
|--|---|

**ADVERTISING** using photographs, textual document content, sound or moving image. Large-scale projects may require approval of THS. (\*CATEGORY 3—Use fee is charged)

<ul style="list-style-type: none"> <li>● Menus, placemats, brochure, poster, flyer, display ad, invitation, website: product or service</li> </ul>	<ul style="list-style-type: none"> <li>● \$25.00 per image</li> </ul>
<ul style="list-style-type: none"> <li>● Sound recording (presentation, display, media ad, website, DVD, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● \$75.00 per 0-4 minute-portion</li> <li>● \$125.00 per 4-6 minute-portion</li> </ul>
<ul style="list-style-type: none"> <li>● Moving image from original film or video</li> </ul>	<ul style="list-style-type: none"> <li>● In lieu of fees, entire film/video must be transferred to recognized archival standard video at expense of client</li> </ul>
<ul style="list-style-type: none"> <li>● Moving image from existing video copy of original film or video</li> </ul>	<ul style="list-style-type: none"> <li>● \$75.00 per minute 0-2 minute clip</li> <li>● \$125.00 per 2-4 minute clip</li> </ul>

**PRODUCTS FOR RE-SALE** using photographic, graphic or text. Permission for use may require approval from THS (\*CATEGORIES 2, 3 Use fee is charged)

<b>DESCRIPTION</b>	<b>*USE FEE—Category 2</b>	<b>*USE FEE—Category 3</b>
Clothing, giftware, calendar, DVD/CD, souvenir or game, Stationary, poster, postcard, Etc.	To be determined	\$50.00 per image/document

TITLE/DESCRIPTION of project: \_\_\_\_\_

Projected date: \_\_\_\_\_  
SEE PAGE 4 to list the images that you are applying to use

√ Please check to confirm your understanding of *Conditions for Use*:

**Use fee**

The use fee is (1) per reproduction use; (2) for all editions, including web editions, with same title. Revised editions—additional use is charged for new images only.

**Credit Line**

A credit line must accompany each image or document published, displayed or used in any format or medium: "**Courtesy of the Trail Historical Society.**" Credit line must be placed in an obvious and logical location in proximity to the image or in a dedicated credit section. Electronic reproductions must contain the credit and caption as part of the image. Clients are responsible for recording identification details.

**Gratis Products**

Clients are required to send the Trail Historical Society a copy of the publication or sample of the product in which the image(s) appears.

**Image Integrity**

Images must not be cropped, retouched or altered in any way affecting their historical or artistic integrity unless approved in advance by the Trail Historical Society.

***I hereby agree to the stated conditions above and verify that the intended use of all reproductions outline on page 3 is reported completely and accurately. By signing this application, I accept personally and on behalf of any organization I represent, the conditions set forth above.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Witness: \_\_\_\_\_

When signed by an authorized representative of the Trail Historical Society, this form constitutes permission for use of reproduction as outlined in this application, including any additional concerns or exceptions described as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Witness: \_\_\_\_\_

If the application is denied, the authorized representative will complete the following:

Reason for denial of permission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

PERMISSION FOR USE is requested for the following images:

(a) from Photo Order(s) #: \_\_\_\_\_ **OR** (b) list image(s)# below:

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

<p><b>Method of payment:</b></p> <p><input type="checkbox"/> Cash or cheque   <input type="checkbox"/> Visa   <input type="checkbox"/> MasterCard</p> <p>Cardholder Name: _____</p> <p>Card # _____</p> <p>Expiry date: ____ (month) / ____ (year)</p>	<p><b>Total # of images requested:</b> _____</p> <p><b>Subtotal (use fees)</b> \$ _____</p> <p><b>Digital File Fee (\$12.00 each)</b> \$ _____</p> <p><b>GST (5%)</b> \$ _____</p> <p><b>TOTAL</b> \$ _____</p>
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