

# Photo Procedures for the BCHS/Trails & Rails Museum

*This document must be signed prior to taking any pictures and/or prior to the release of archival documents, pictures, images, etc* BCHS is a true 501C-3, not-for-profit organization and we rely heavily on donations, memberships, and admission fees to keep our lights on and to maintain the buildings, artifacts, and archives. Please consider a donation to your Buffalo County Historical Society.

## Option A:

Portions from the July 22, 2009 ‘Photographic Policy and agreement’ that pertain to folks just wanting to have their family pictures, engagement pictures, seniors pictures, etc. taken at the Museum are as follows:

“Patrons and researchers may not use a photographic image from or of BCHS collections as a dust jacket or an end paper, or use it in an advertisement or other commercial or similar nature, or mass reproduced as unbound material or online or in any other way except for personal use without the expressed, written consent of The Buffalo County Historical Society.”

“A signed and dated copy of this document must be submitted by the requesting agency, organization, or person or reproduction rights will not be granted. Failure to comply with these conditions will result in revocation of permission and denial of service in the future and possible legal action.”

To summarize: taking photos with the Museum as a backdrop is fine as long as no one is making money on it and the photos are used for personal use only. **EACH photo that is presented in the public’s eye (internet, web sites, displays, etc.) MUST acknowledge BCHS/Trails & Rails Museum with signage stating, “Courtesy of Buffalo County Historical Society” or “Courtesy of BCHS/Trails & Rails Museum”.**

Each situation can be different, so the Museum Director has to give final approval of date/time/content prior to the photos being taken.

*The photo shoots should be set up during regular business hours. Photo shoots requested for non-regular business hours will require a rental agreement. Please see “group\_access\_contract\_approved 2-16-10.doc”.*

**Photographer:** Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*I have read the above Policy & Agreement and agree to abide by them.* Signature: \_\_\_\_\_

**Folks being photographed:** Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*I have read the above Policy & Agreement and agree to abide by them.* Signature: \_\_\_\_\_

**Director’s Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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## Option B:

If a person or Organization is requesting to utilize any form of BCHS archival material (documents or pictures), **EACH item that is presented in the public’s eye (internet, web sites, displays, etc.) MUST acknowledge BCHS/Trails & Rails Museum with signage stating, “Courtesy of Buffalo County Historical Society” or “Courtesy of BCHS/Trails & Rails Museum”.**

**Person or Organization wanting to use a copy of a BCHS archival document/picture:** Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(I have read the above Policy & Agreement and agree to abide by them.)

**Director’s Signature:** \_\_\_\_\_ Date: \_\_\_\_\_