

**Atlantic City Free Public Library
Alfred M. Heston Collection**

**PERMISSION FORM – PHOTOGRAPHS FOR EXHIBIT
Atlantic City Veterans Exhibit 2009**

This Agreement is between the Atlantic City Free Public Library and

(Name – Please print)

Donation or Loan? I DO / DO NOT want the original materials returned to me.
(circle one)

If materials are not returned, they become part of the Atlantic City Free Public Library's Alfred M. Heston Collection, subject to the guidelines of the Heston Collection Policy.

Description of items: _____ Photograph(s)
(number)

Please provide any information about the subjects in the photograph(s) on the back of this form, including your relationship to the veteran(s) and what their connection is to Atlantic City. Also, if they received any special military honors or fought in a specific war.

_____ Other materials (Describe materials on the back of this form)

I understand the following:

1. The materials I donate may or may not be chosen for a potential exhibit, depending on the condition of the items and the subject matter.
2. I assign and transfer all rights of copyright, including title, literary and publishing rights and digitization rights, which I may possess in the materials herein described, to the Atlantic City Free Public Library.
If the materials are on loan to the Atlantic City Free Public Library, the Library shall share rights with me, and I grant the Library the right to reproduce, publish and disseminate the work.
3. I will not receive any remuneration from the Atlantic City Free Public Library for the materials or their display.
4. The Atlantic City Free Public Library will make every effort to ensure the safety and integrity of the items while on exhibit and in storage at the Library. Additional insurance is not carried for the materials while on loan.
5. If I chose to have the materials returned to me, original photographs will be returned within 60 days. Other items will be returned after the exhibit is completed.

I have read this form and I agree to give my permission for the materials (or a copy of them) to be part of the Atlantic City Free Public Library's exhibit and collection. I agree to allow the Atlantic City Free Public Library to duplicate my photographs or items and exhibit them in conjunction with other organizations as the Library sees fit.

(Signature)

(Date)

Name: _____

Address: _____

Phone: _____

Library Staff Use:

Received by: _____
(Signature of ACFPL staff member) (Date)

Photographs received: _____ (number)

Other materials received: _____ (number)

Heston Collection Staff Use:

Folder Number: _____

Photos Selected for Exhibit: _____

Duplicated (date): _____

Returned (date): _____

Identifying Information for Photographs and other materials:

Please provide any information about the subjects in the photograph(s) on the back of this form, including your relationship to the veteran(s) and what their connection is to Atlantic City. Also, if they received any special military honors or fought in a specific war. Also include detailed descriptions of any other items (medals, insignia, books, diaries, regalia, etc.)