



**COUNTY OF MENDOCINO**  
**CULTURAL SERVICES AGENCY**  
*MENDOCINO COUNTY MUSEUM*

Mendocino County Museum  
400 E. Commercial Street  
Willits, CA 9490  
Telephone: (707) 459-2736  
[www.mendocinocounty.org](http://www.mendocinocounty.org)

## **Access and Use of Museum Images and Recordings Policy**

In accordance with the Museum's mission, we encourage the use of the Museum's images and recordings including:

- Objects in the Museum's collections
- Images and recordings of Museum activities
- Images and recordings of Museum exhibits
- Subjects related to the acquisition, cultural context, and care and preservation of Museum objects

### **Requests to Access and Use Museum Images and Recordings**

You may request access to Museum images and recordings for purposes of examination, study, research, publication, and advancement.

Access to Museum images and recordings can be provided at the Museum through appointment by completing a **Research Request Form**. Alternatively, you can request that physical or digital reproductions be distributed to you by completing a **Use Request Form**. Requests for new photography of Museum collections will be considered on a case-by-case basis.

### **Submitting a Request**

Requests to access or use museum materials, or to obtain copies, should be made in advance. Staff availability will be a factor in the evaluation of any request not made in advance. Additions or changes to an approved request will require submitting a new request.

## Criteria for Evaluating Requests

Requests are approved on a case-by-case basis. If there are any special concerns, the Curator will consult with the Director prior to approval of a request. Requests will be evaluated using the following criteria:

- Availability of Museum staff and resources to respond to the request
- Availability of existing images to fulfill the request
- Potential damage to images, recordings, and objects in the collections
- Ability to complete the request with minimal disruption to visitors, tours, and Museum events
- Compliance with copyright policy, laws, or regulations established by the county, state, and federal government and/or donor requirements or requests
- Security concerns for the well-being of the collections and Museum operations
- Cultural sensitivity of objects and Museum policy concerning the handling and viewing of such materials

## Conditions for Use of Images and Recordings

To access or use Museum images and recordings, you will need to adhere to the following conditions:

- Archives and museum storage areas are closed for browsing. It is at the discretion of Museum staff to determine how many objects/materials can be viewed at any given appointment.
- Original materials may not be borrowed from the Museum's collections. There are no exceptions.
- Researchers must conduct themselves so that that an environment conducive to research is maintained.
- Researcher agrees to inform the Mendocino County Museum if research is to be published in the ***Use Request Form***. The researcher agrees to provide the Mendocino County Museum with one copy of any materials produced that are derived in part or whole from research conducted at the Mendocino County Museum, including materials which are produced in fulfillment of educational requirements, or which are published for commercial purposes through broadcast, computer-digitized, or printed media.
- Materials may only be used for the purpose agreed upon in the ***Use Request Form***. Users shall not distribute copies (prints or photocopies) of said historical documents or recordings to the public by sale or other transfer of ownership by rental, lease, or lending unless agreed upon in writing. User shall not distribute said copies to any person or persons for purposes of further distribution or public display.

- It is the responsibility of all researchers to assist in the preservation of the collections. The researcher agrees to observe access and security regulations relating to the use of the Mendocino County Museum collections and research areas. The researcher agrees to observe guidelines and restrictions for handling collections. The collections shall be given proper care to ensure against loss, damage, or deterioration. The researcher will not remove tags, repair, clean, alter, or restore objects without express written approval from the Mendocino County Museum.
- Researcher agrees to pay the Museum for fees according to the Mendocino County Master Fee Schedule which may include duplication fees, use fees, printing costs, and/or compensation of staff time and resources.
- The Museum reserves the right to terminate the approval of a request at any time if the Museum's criteria or the agreed-upon conditions are no longer being met.

## **Copyright**

The Museum's collection includes images and recordings for which it does not hold copyright. If the Museum doesn't hold copyright for the requested images, it is your responsibility to determine the copyright status of the material. The Museum will provide any available information about origin and copyright, but we are not required to pursue copyright research or to acquire copyright permission on your behalf.

You—not the Museum—are solely responsible for ensuring that all appropriate copyright permissions are granted before publication. We cannot provide legal advice regarding fair use or copyright. We will only release copies for private use and research with the user's acknowledgement of these responsibilities.

## **Commercial Use of Museum Images and Recordings**

Use of the Museum's collections of images and recordings for commercial (for-profit) purposes is only permitted at the discretion of the Director. Each proposed commercial project must be reviewed to determine its consistency with the Museum's mission, appropriateness of the project's association with the Museum, and contribution to the advancement of the Museum.