LANE COUNTY HISTORICAL MUSEUM PHOTO ORDER FORM

In order to help us assist you as efficiently as possible, **please fill out the following questionnaire regarding your photo order and submit with our Research Request form, with your contact information**. We do our best to provide good quality images from our historical photograph collection, but as a non-profit organization with limited funding, we cannot always provide the more sophisticated levels of processing that some graphics designers require. Or we may need to charge extra for such service. We will let you know what we can do after reviewing your order. Reproduction fees and policies are listed separately under the "Research" tab. Please review before you place your order. **All photo orders must be paid for prior to processing, and you will need to allow two weeks for the order to be completed.**

Photos requested: please list by identification number (i.e. GN122, SM70, etc.)
_____

What is the project for which these photos will be used?

____Personal print for private residence
____Display in office or business *
____Book, brochure, pamphlet, magazine *
____Video, film, television (documentary or commercial) *
____Website *
____Enlargements (posters, billboards, wall murals) * *May require extra processing fee.*
____Other: please describe:_____
*Use fees apply

File type required   *Software compatibility may be an issue; our equipment is a PC*
____.jpg   ____.tiff   ____.pdf

Color mode: ____RGB (typically for web use) ____ CMYK (typically for prints)

Resolution needed (DPI –dots per inch)
_____Specify dpi desired. Standard for printing is 300 dpi, for website use is 72 dpi.
Resolution for our scanned images varies from 600 dpi to 1250 dpi.

Standard transfer of photograph files is by reproduction on CD or DVD, which can be picked up at the museum or mailed, with postage fee.

---Because of our internet limitations, we cannot email files larger than 30 Mb, and we do not own or maintain a DropBox account. Depending upon the size of the image file, we can sometimes transfer files via Google Drive (cloud file sharing), or to a USB flash drive if you come to the museum, but please check to see if this is possible.

For further information call the museum archives at (541) 682-4242 or email
research@lanecountyhistoricalsociety.org