

# Multiple Photograph Form

## INSTRUCTIONS

Please print off the following instructions and forms, and submit to the museum.

1. The photo scans can be emailed to:

[argylemuseum@gmail.com](mailto:argylemuseum@gmail.com)

2. The completed and signed forms mailed to:

Settlers, Rails & Trails Inc.  
Box 66  
Argyle, Manitoba  
R0C 0B0

Or delivered to one of our museum volunteers

### **Scanning:**

- ☐ Digital Scans of images should be 600 dpi or more (resolution on high)
- ☐ Don't crop your image, we can do that when we receive the image.
- ☐ Please ensure the image is positioned level and straight on your scanner.
- ☐ When you Save As, your file names should be the same number as what is recorded on the form.

### **Photograph Form:**

- ☐ Leave the grey boxes blank – these are for museum purposes only.
- ☐ Fill out the entire form with as much information as you can remember. This will help us determine the image's historical importance and how it should be cataloged.
- ☐ Fill out contact information so we can contact you if we have any questions regarding the images or documents.
- ☐ Don't forget to read, sign and date the form (bottom of 1<sup>st</sup> page). We do require signatures so that the images can be used by the museum for its many purposes.

Settlers, Rails & Trails would like to thank you very much for your contribution to the photographic & document archives.

# Multiple Photograph Form

Rev. July 11, 2012

**Contributor's Contact Information:**

Name:

Phone #:

Mail Address:

Original Images: ☐ Yes ☐ No

Total number of images: \_\_\_\_\_

Date of Research: \_\_\_\_\_

Credit: \_\_\_\_\_

★ Please print exactly what name you want to be publically credited as the contributor of this image (Not applicable if an anonymous)

Number	Photo of	Date taken	Photographer	Location

*I, the undersigned, being the lawful owner of the image(s) listed herin, hereby give permission to Settlers, Rails & Trails Inc. to use the image(s). Settlers, Rails & Trails may use the images to interpret, research or promote the museum, in the museum displays, website and offsite activities.*

Image Owner Signature

Date of signature

Museum Committee Signature

[illegible]