

OAK BAY ARCHIVES

Visual Records Permission Form

Name:	
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Images Requested	(ACCESSION NUMBER)

Intended Use	
<input type="checkbox"/> Exhibit or Display	<input type="checkbox"/> Slideshow or Power Point
<input type="checkbox"/> Printed publication	<input type="checkbox"/> Film or video
<input type="checkbox"/> Electronic publication	<input type="checkbox"/> Sign/brochure
<input type="checkbox"/> Research	<input type="checkbox"/> Commercial use
Please describe your use or project:	

OAK BAY ARCHIVES PERMISSION TERMS

- Permission is granted for one time use of the image. Additional use requires a separate application.
- Credit must be given to Oak Bay Archives and must include the photo number.
- Oak Bay Archives retains all rights to the images.
- Images cannot be duplicated, shared, or sold in any format.
- Image content cannot be altered.
- Images published to a web site must not exceed 550 pixels in width or 250kb.

I, the undersigned, agree to the terms listed above and agree that the images will be used only for the purpose stated.

Signature of Applicant *Date*

Authorized by *Date*

Information contained in this form is collected for the administrative and operational functions of Oak Bay Archives and is maintained in accordance with the Freedom of Information and Protection of Privacy Act.