

Request to Access/Use Archival Materials  
belonging to  
the Whitesbog Preservation Trust Archives

Return completed form to: [mail] Whitesbog Preservation Trust Archives, 120 West Whites Bogs Road #34, Browns Mills, NJ 08015 [fax] 609.893.8297 [email] whitesbogvillage@comcast.net  
(Please allow one week for initial response from archives staff.)

Date of Request \_\_\_\_\_

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

\_\_\_ I would like to conduct personal research at Whitesbog  
(Archives available by appt. only - first Tuesday and Saturday of the month from 10 am until 3 pm)

\_\_\_ I would like to have a member of the archival staff conduct research for me

I am requesting permission to use

Historic Photo(s) \_\_\_ Other \_\_\_\_\_

in (please check all that apply):

\_\_\_ Book \_\_\_ Magazine/Periodical \_\_\_ Scholastic Project/Paper

\_\_\_ Exhibit \_\_\_ Video/Multimedia \_\_\_ Web Site Other \_\_\_\_\_

This should be considered a \_\_\_ Commercial Use \_\_\_ Nonprofit Use (Id # \_\_\_\_\_)

I am interested in the following type of photo(s)/material(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I intend to use the photo(s)/materials in the following context:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I agree to the following conditions of use:

**1. Use of the photo(s)/materials is authorized for one-time use. Use for any other purpose without prior consent is illegal. Permission to use photo(s)/materials is not transferable.**

2. Credit for photo(s)/materials must be included. The appropriate **credit information should read "Courtesy of Whitesbog Preservation Trust."**

3. Files of images should be deleted after use.

4. The Whitesbog Preservation Trust may charge for use of archival material. Charge will be determined based on information provided above.

5. In all instances the applicant agrees to hold the Whitesbog Preservation Trust and its agents harmless against any and all claims arising or resulting from use of the materials.

**6. Prepayment of all fees is required before permission is granted and materials are released.**

I would like to have the photo(s)/materials sent to me by

\_\_\_ mail      \_\_\_ email

Fees:

*There is no charge to registered non-profit organizations or to individual researchers using the materials for scholastic projects/papers.*

For all commercial use of photo(s)/materials, whether by an organization or individual, there is a fee of  
\$10 (USD) per photo  
\$ 3 (USD) per printed page

**Receipt of photo(s)/materials constitutes permission by the Whitesbog Preservation Trust for use or reproduction as outlined in this application.**

For Internal Use:

Approved By: \_\_\_\_\_ Albertine Senske. Archives Manager \_\_\_\_\_

Permission Granted : \_\_\_(eg Use photo of Elizabeth White)\_\_\_\_\_

If you have questions regarding the archives permissions process, please contact reference staff at whitesbogvillage@comcast.net or by phone at 609.283.0255.