

Park Ridge Historical Society

Photographic Archive Access & Reproduction Policy

The large vintage photograph collection is among the most valuable source materials in the archives of the Park Ridge Historical Society. Photographs range in age from post-Civil War to modern era. Community members, students, and researchers are first encouraged to access information and photographs through our local Park Ridge History volumes that have been published over the years (Ex. –Park Ridge Milestones of History by Milton E. Nelson). In addition, the Park Ridge History Center website (www.parkridgehistorycenter.org) is an additional source for local history and photographs. Many Park Ridge photos are also available in the public domain through a simple internet search (including Illinois Digital Archives at www.idaillinois.org). If a specific photograph is sought from the Historical Society archives for research or personal use, patrons are encouraged to contact and/or set up an appointment at the Park Ridge History Center. Students may have access to archives and photographs free of charge for educational purposes only. Historical photographs are available to the public for purchase for a set fee (as described below). Permission to use photographs for publication on the internet or for use in book publication is strictly by written permission only from the Park Ridge Historical Society.

Photographs of PRHS exhibits are allowed for study purposes only. Images may not be reproduced. Personal camera use only – scanners not allowed. (The Park Ridge Historical Society does reserve the right to deny permission to photograph its collections at its discretion.)

Photograph Reproduction Fee Structure:

Single photograph for personal use (written/signed permission required):	\$50
Single photograph for use in book or periodical publication: (photo must be credited to the Park Ridge Historical Society)	\$100

For the purchase of any reproductions of archival materials or any related questions please contact the staff at the Park Ridge Historical Society at www.parkridgehistorycenter.org or 847-696-1973. Individuals looking to purchase multiple photographs are encouraged to contact the PRHS board directly.

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Archive document / Photograph Reproduction / Camera Use Policy

I have read and agree to abide by the terms and conditions listed above:

Signature

Date

Name (Please print)

Source of Material

Description of Material	Archive Box #

Signature of PRHS board member

Date