



## Baldwin County Department of Archives and History

312 Courthouse Square, Suite 26, Bay Minette, Alabama 36507  
www.baldwincountyal.gov • (251) 580-1897 • archivalrecords@baldwincountyal.gov

### **NOTIFICATION OF INTENT TO QUOTE OR PUBLISH FROM ARCHIVAL COLLECTIONS**

**CONTACT INFO:**

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Company or Institution, if appropriate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT INFO:**

Book  Periodical  Film/Video  Audio CD  TV broadcast  Radio broadcast  
 Website  CD-ROM  Exhibition  Advertisement  Other:

Title of publication/exhibit/project: \_\_\_\_\_

Author/curator/producer: \_\_\_\_\_

Publisher/museum/company: \_\_\_\_\_

Projected date(s) of publication/exhibit/broadcast: \_\_\_\_\_

Additional information:

**MATERIAL TO BE PUBLISHED** (one collection per form):

Collection #: \_\_\_\_\_ Collection Title: \_\_\_\_\_

Description of item(s): *Please give a detailed description of the material from which you intend to publish, including box and folder #'s. For Pictorial Collections material, please give full item #'s. Attach additional sheets as necessary.*

**-Please sign on reverse-**

**NOTIFICATION OF INTENT TO PUBLISH**

Page 2

**Indemnity.** *I will defend and hold harmless the Baldwin County Commission, its Department of Archives and History, its officers, employees and agents against all claims, demands, costs, and expenses including attorneys' fees incurred by copyright infringements or any other legal or regulatory cause of action arising from use of BCDAH materials.*

**AGREEMENT & SIGNATURE:** **I certify that the information provided by me herein is correct. Further, I have read, understand, and by my signature below, agree to abide by the rules and regulations as set forth by the Baldwin County Department of Archives and History "ARCHIVAL MATERIALS USE POLICY."**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*A copy of this form, with any available copyright information, will be returned to you.*

---

**FOR BCDAH COLLECTIONS STAFF ONLY:**

\_\_\_\_\_ Intent to Publish/Exhibit/Broadcast is hereby acknowledged. *The BCDAH requests a complimentary copy of all publications making significant use of its collections.*

\_\_\_\_\_ You agree to use the credit, Baldwin County Commission – Department of Archives and History

**Copyright Permissions**

\_\_\_\_\_ Permission is granted for one-time use, including electronic use, for the express purpose described above. Further use will require separate written permission from the BCDAH.

\_\_\_\_\_ The BCDAH does not hold copyright for the requested materials. Researcher/patron is responsible for securing copyright permissions from the copyright holder.

Additional information:

**Staff Information:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_