

# Thurston County Historical Photographs

## Guidelines:

- Thurston County has the right to decide:
  - Which photos will be displayed on its Web site.
  - If a photograph is displayed, what the caption wording with the photograph will be. Acknowledgement will be given to the individual(s) or group(s) who offered the photograph for display.
  - What size the image will be displayed at.
- The primary interest is in photographs from the 1950s or earlier unless the photograph has historical value from a more recent date – a newsworthy event or community happening.
- Photographs must be adequate in quality and size to allow viewers to be able to discern what the displayed image is about.
- Thurston County has the right to edit the electronic image, if necessary, to make the image more viewable.
- Thurston County makes no guarantee that the displayed image, when viewed in a browser, will accurately represent the colors, tint, or lighting of the original photograph. However, it is the intent of Thurston County to display all photographs as accurately as possible.

## Submission Process:

- A Thurston County **Web Photograph Submission and Release Form** must accompany each photograph or electronic image submitted. All fields must be filled in.
- Each photograph or electronic image submitted must be placed in a separate envelope, or similar container, to insure that it and its paperwork are not separated.
- If a photograph is submitted in electronic format, it must be in TIFF or JPEG format and stored on CD media or floppy disk.
- If the scanning of an accepted photograph is to be done by Thurston County, it is requested that an original photograph be provided. If requested, an electronic copy of the scanned image will be provided to the submitter.
- Submit all photographs and paperwork to:
  - Historic Images c/o Paul Henderson
  - Central Services Department
  - 2000 Lakeridge Drive S.W., Olympia, WA 98502
- Photographs and paperwork can also be hand delivered to the Thurston County courthouse complex, building 1, Information Desk.
- Submitters will be contacted shortly after their photograph and paperwork are received and reviewed.
- All photographs submitted will be returned to the submitter.

## Thurston County Historical Photographs



### Thurston County - Web Photograph Submission and Release Form

Thank you for allowing Thurston County to use your photograph on the County's site on the World Wide Web. The photograph is intended for presentation among historic photos on pages dedicated to providing the history of Thurston County. Procedures call for the scanning of your photograph into electronic form for use on the site and the original photo would then be returned to you. The county will make every effort to ensure that the photograph is protected and will not be used in any other way. However, by signing below, the donor acknowledges that Thurston County makes no warranties, implied or expressed, regarding end use of the photograph once it is placed on the web site. Further, the donor agrees to hold Thurston County harmless from any such uses and from potential damage or loss. Signature below also constitutes a waiver from any claim of copyright violation.

---

Signature, Donor of Photograph.

---

Date

---

Address and Phone Number of Donor of Photograph

---

Description of Photograph (for identification purposes  
if separated from paperwork)

---

Suggested Caption Information (please include historical  
reason for submitting, names of people in photograph,  
location and date of photograph, and other relative information.)