

## **Fort Mill History Museum**

### **Intellectual Property Policy (FMHM-ADM-09)**

**Rev Date September 2020**

#### **Purpose**

The mission of the Fort Mill History Museum is to promote the collection, preservation, educational interpretation and display of those artifacts, documents and events most representative of the pre-history and history, the people and institutions and the cultural and economic development of Fort Mill, South Carolina. This Intellectual Property Policy is created with the intent to preserve any information and knowledge that pertains to and/or is developed in conjunction with the museum as property of the museum itself.

#### **Scope**

This policy applies to employed staff, consultants and contractors, volunteers, docents, interns, researchers, scholars, students, and any other individual involved in the production of research and knowledge pertaining to the museum. Any information produced by these individuals while working for the museum is to be jointly understood as the sole property of the museum, whether developed in a paid, volunteer, part-time, full-time or temporary position.

Any works that include this information should properly cite and reference the Fort Mill History Museum and individuals wishing to incorporate any of this information should contact the museum staff and make them aware of the use of this information within any published works.

The Fort Mill History Museum logo is covered under this policy and is not to be copied, printed, or utilized in any manner without explicit permission from a member of museum staff.

#### **Policy**

All images and videos published on The Fort Mill History Museum Website are property of the Fort Mill History Museum unless otherwise noted. Unauthorized copying, redistribution, publication, or exploitation of these images for commercial use or personal gain is prohibited. Individuals wishing to utilize any photographs or images of physical items that are property of the museum must seek explicit permission from the museum prior to publishing. All photographs of museum items must properly reference the Fort Mill History Museum.

#### **FMHM Image Request Process**

To request an image for reproduction or publish information covered under this policy, please complete the FMHM Image/Information Reproduction Form (FMHM-FM-08) and submit to museum authorities. Upon museum's receipt of submitted request form, museum to perform review and vetting of submitted request, then museum authorities will notify requestor if request was accepted or rejected. If request is accepted, FMHM is to notify the requestor and provide/allow image or information to be used by the respective individual/organization.