

**AGREEMENT**  
between  
**The Antarctic Society**  
and

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(Submitter's Printed Name)

I am submitting a total of \_\_\_\_\_ Antarctic-related photographic film slides to The Antarctic Society for scanning and recording on digital media. I understand that:

1. I am responsible for packaging my slides in accordance with guidelines provided by the Society and mailing them to the Society at the designated address at my expense.
2. I am responsible for marking each slide with a code that will be cross-referenced to a description of the slide. The code will consist of the first letters of your first and last name (e.g., "TH") followed by consecutive numbers starting with "0001." A full example would be "TH0001." The description will minimally include the **date of the photograph** (to the month, e.g., November, 1981), the **general location of the photograph** (e.g., Rennick Glacier, Northern Victoria Land), and the **subject of the slide** (e.g., "Tent camp on the Rennick Glacier").
3. The Antarctic Society is responsible for scanning each properly-submitted slide in full color (if the original is color) at a resolution no coarser than 4000 dots per inch (DPI) and stored in JPEG format.
4. The Antarctic Society will catalog each slide in a way that will include the information provided by the submitter and will assign a catalog number or code which will be the name assigned to the digital file produced by the scan of each slide.
5. The Antarctic Society will record all scanned files on good-quality digital media.
6. The Antarctic Society will carefully package all resulting digital media as well as the original slides and return them to the submitter at the Society's expense.
7. The Antarctic Society will retain copies of the digital files of the scanned slides for its non-exclusive use. This may include use in Society publications and on the Society's website, [www.antarctican.org](http://www.antarctican.org). The Society will credit the submitter for each and every use of the submitter's images. The submitter retains all copyrights to their images. The Society will not distribute the digital files to any other party unless specifically instructed to do so in writing by the submitter.
8. The Antarctic Society will not charge the submitter for any aspect of these services.

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