



Community Photo Album Photograph Submission Form

We're creating a photo collection to preserve the history of Toledo and Lucas County and we need your help! We are asking Toledo and Lucas County residents to send the library their photographs so that we can scan them and make the available to the public as part of our community's vibrant and living history.

To send the library photographs, they can either be mailed to the address below or dropped off at your local branch library. Up to five photographs at a time can be sent. We will send the photographs back to you via USPS at no cost.

**Community Photo Album
Attention: Local History
325 Michigan Street
Toledo, OH 43604**

Full Terms and Conditions:

The Toledo Lucas County Public Library (TLCPL) would like to preserve the heritage of Toledo, Lucas County, and Northwest Ohio by asking our customers to provide photos taken in the area for us to make available online for the community to view in our Community Photo Album. These can either be physical photographs that are mailed to the library, or digital images uploaded through this form. This is being done to create a photographic record of our geographic area both for the enjoyment of the community in the present, and the preservation of our history for the future. Our customers ensure that they either own the copyright for these images, or have permission to share them with us. Our customer also grants to TLCPL a non-exclusive license to share the images in our Community Photo Album in perpetuity. This means that the customer still owns the copyright on the images, but you will allow the library to use those images forever for non-commercial purposes. In cases where physical photographs are mailed to the library, we are unable to cover the expense of you sending them to TLCPL, but we will cover the cost of sending them back to you in a sturdy container, most likely through the United States Postal Service, but possibly another carrier if needed. While we have your physical photographs in our care, we will take every precaution to ensure that no damage comes to them, but in the unfortunate circumstance where some damage occurs to your photographs, you cannot hold the library liable. TLCPL does reserve the right to assess all submissions, and can reject any images from being included in the Community Photo Album.

By signing this document I certify that:

- I agree to the terms and conditions
- I am 13 years of age or older, or have my parent's permission

Signature _____

Date _____

Please provide the following information:

Name

Return Address _____

Street Address

Street Address 2

City

State

Zip Code

Photograph #1 (Please tell us about your picture, in particular WHO is in it, WHERE it was taken, WHEN it was taken, and WHAT it is about.)

Photograph #2 (Please tell us about your picture, in particular WHO is in it, WHERE it was taken, WHEN it was taken, and WHAT it is about.)

Photograph #3 (Please tell us about your picture, in particular WHO is in it, WHERE it was taken, WHEN it was taken, and WHAT it is about.)

Photograph #4 (Please tell us about your picture, in particular WHO is in it, WHERE it was taken, WHEN it was taken, and WHAT it is about.)

Photograph #5 (Please tell us about your picture, in particular WHO is in it, WHERE it was taken, WHEN it was taken, and WHAT it is about.)