

If you intend to mail your items:

Please provide as much information about them and complete the form below. Note we will NOT be able to return any items submitted by mail. Consider sending us a reproduction of your original.



If you plan to scan your photos or memorabilia and send a copy to us by e-mail:

1. Scan each photo at 100% resolution and save as a jpg file with settings :
 - 600 dpi for small photos or postcards
 - 400 dpi for 5 x7 detailed photos that will likely be printed at larger size
 - 300 dpi for larger photos
 - 200 dpi for 8 x 10 size photos

2. Name each file with your name and number of each photo (ex: Miller1, Miller2), so we may refer to that photo number in order to match any description you provide.

3. Email jpg files, completed permission form and description to:
HBphotos@hamptonhistoricalsociety.org

FORM:

Donor Name _____

Address _____

Contact telephone: _____ - _____ - _____

I / We hereby give to the Tuck Museum/Hampton Historical Society the property described below: (Itemize)

I / We have lawful title to and possess the property listed above and are giving it to the Tuck Museum of Hampton, NH for its use and benefit without restriction as to its use or disposition. I / We transfer and assign all rights, title and interest and understand that the donation may be used for research, publication, or public exhibit. By signing, I / We convey all copyright conveyances.

Donor Signature _____ Date: _____

Donor Signature _____ Date: _____

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