

## Image Archives Collections Description and Policy

The Santa Monica Public Library Image Archives consist of historical photograph collections, slide and print materials depicting the Santa Monica Bay area from 1875 to the present day. Images are donated to the Library by public and private collections, photographers and City Departments. Many of the images in the Archives were commissioned by City Departments to document the City of Santa Monica. Images accepted by the Archives are included with the intention of making them available to the public. The Archives are intended for personal research, scholarly and educational purposes.

The purpose of the Santa Monica Public Library Image Archives is to provide a visual history of the Santa Monica Bay area. It is not intended for commercial use. Images should be portrayed in keeping with their historical context. Images depicting individuals do not have releases for use in other contexts. The Library will provide whatever information it has available on the identification and history of each image. The Library assumes no responsibility for any improper use of any image from the Library Collections.

**THE LIBRARY REQUIRES A CREDIT LINE FOR ANY IMAGE PUBLISHED OR DISPLAYED FROM THE ARCHIVES TO INDICATE THE SOURCE OF THE IMAGE. THE CREDIT LINE SHOULD READ: 'Courtesy of the Santa Monica Public Library.'** If the Collection or photographer is known, the credit line should include that information if space permits. For example: Courtesy of the Santa Monica Public Library/C.C. Pierce Collection.

High resolution digital image files are available for a fee of \$20 per image.

Questions about the Archives collections and orders may be addressed to Kathy Lo, Image Archives Librarian at 310-458-8687 or [reference@smgov.net](mailto:reference@smgov.net)