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- 2) Payment is due before work begins.
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A credit line or citation is required when using images from the Jefferson County Museum's collection for public purposes.

- When space allows, citation format should be as follows: Title, Date, Object ID Number, The Jefferson County Museum, Charles Town, WV.
 - Example: George Washington's Will, 1800, ARC582, The Jefferson County Museum, Charles Town, WV.
- If a full citation is not possible due to space constraints, the following credit line should be used: Courtesy of the Jefferson County Museum

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The Museum recognizes the value of social media in promoting history, education, and public engagement with its collections. To encourage responsible sharing while protecting the Museum's collections and the rights of copyright holders, the following policy applies to images provided for personal social media use.

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- 3) Users may not remove, crop, obscure, or alter the Museum's watermark or credit line.
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