

# **DAVIESS COUNTY HISTORICAL SOCIETY, INC.**

## **Book Project Briefing and FAQ Sheet for Staff, Volunteers, and Members**

As you know, the Daviess County Historical Society and M.T. Publishing are collaborating to publish a new photo history book of the county. In addition to being part of our ongoing mission to preserve and promote our history, this is a significant fund raising opportunity for us. To help you in telling your friends, family, neighbors, co-workers, fellow congregants, etc. what this is all about, we have prepared this FAQ sheet as a reference guide so you can more easily answer questions about the project as they arise.

If you have questions which are not answered on this sheet, please call the museum at (812) 257-0301 or email [dchistory@sbcglobal.net](mailto:dchistory@sbcglobal.net). The estimated publication date for the book is early 2012.

### **SECTION 1: PURCHASING BOOKS**

#### **How do I order a book?**

An order form is included with the promotional flyer which was distributed through the Washington Times-Herald and Odon Journal. These will also be available through area businesses and at the museum. We will provide brochures for our members and volunteers, and we ask that all volunteers keep a supply handy to provide anyone who asks. Please note that we will not be accepting orders by credit card.

#### **What is the price?**

The pre-sale price of the book is \$37.50 plus Indiana sales tax and a shipping and handling fee. The base price for pre-sale orders is \$5 off the eventual retail price of the book. If you choose, you may pick up your book at the museum and eliminate S&H charges. Be sure to select this option on the order form. For an additional \$7, you can personalize your book by having the cover embossed with your name. This is only available to pre-order customers and is also optional.

#### **Who is the publisher?**

The book is being published by M.T. Publishing of Evansville, IN. They frequently collaborate with governmental and non-profit agencies to produce commemorative books. We have examples of past M.T. Publishing books in the museum, and you can view their catalog at [www.mtpublishing.com](http://www.mtpublishing.com). They also published L. Rex Myers' two-volume history of Daviess County.

#### **How many pages are in the book?**

The number of pages in the book will be decided by the amount of pre-order sales as well as any patron sponsorships. It is important to push for pre-orders because it ultimately increases the value of the book.

#### **What are the other qualities of this book?**

It will be a large hardcover coffee-table style book with thick, enameled pages specially designed for photo reproduction, library binding, and a full-color dust jacket. Visit the museum or the M.T. Publishing website to see similar books.

#### **How is this book different than the prior pictorial books about Daviess County?**

It will be superior in nearly every way, from size to graphical presentation to paper and binding quality.

**Who is handling the financial transactions of my pre-sale order?**

The Daviess County Historical Society will be handling transactions with the assistance of a local bank.

**Is my order refundable?**

If you are dissatisfied with your book for any reason, you may return it for a full refund. Embossed books are not included. If for any reason the publication of the book is canceled, your pre-sale money will be refunded to you as quickly as possible.

**Can my business/church/organization purchase advertising in the book?**

Yes, your group or family can place a page in the book through our patron program. The price will vary depending on the specification you would like to order. The circular has details, and we have information packets at the museum with examples. The content of your page should contain some historical information about your group. Patron sponsorship helps to increase the page count of the book.

**SECTION II: DONATING PHOTOGRAPHS****How can I donate a photograph?**

Donate a photograph by mailing or delivering it in person to: Daviess County Historical Society  
212 ½ E. Main St, Washington, IN 47501. Please include a separate page with caption information for each photograph.

**What kind of photographs will you consider?**

This is a general interest project, so we will consider essentially any photograph of a historic nature. Some specific examples are detailed in the circular. Pictures of some activity or landmark are preferred, family or personal portraits are less likely to be published, though they will be more likely to be considered if there is a compelling story accompanying them.

**What information about the photograph do I need to know in order to submit it?**

You must include some caption information with any photograph you submit; captionless pictures will not be accepted. You should be able to identify the picture's primary subject, the identity of any people or places included, and preferably the approximate date the picture was taken. It is not necessary to know the identity of every person in the photograph; for example, pictures of clubs, teams or schools, or if the people are tangential to another subject of the picture. If we are looking at one or two people in a picture, and they are the primary subjects, we should know who they are. The more you can tell us about each picture, the better.

**Will I get my original photograph back?**

If you request as such. Please include a self-addressed stamped envelope for returns if submitting by mail. If submitting in person, we are usually able to return your pictures the same day.

**Can I submit a photo electronically?**

We prefer originals if possible, but high-quality scans are accepted. Use your scanning software to resize output to 150% and change the resolution to 300 dpi and save as a .jpg or .tiff file. Email [dchistory@sbcglobal.net](mailto:dchistory@sbcglobal.net) with the subject line "pictorial" or mail a CD to the above address.

**Does it cost anything to submit?**

There is no cost other than postage (and return postage if you wish to have photographs returned. )

**Can I make a copy and send it to you?**

Originals, professional reproductions, or quality scans (see instructions above) only please.