

NEW-YORK HISTORICAL SOCIETY
MUSEUM & LIBRARY

GUIDELINES AND FEES FOR OBTAINING IMAGES

ALL IMAGE REQUESTS MUST BE MADE IN WRITING (EMAIL, FAX, MAIL), AND INCLUDE THE FOLLOWING:

IMAGE INFORMATION:

- **description/title:** please provide a full description of the image you want, including a reference image if possible
- **image number, when available:** all museum collection items have an assigned OBJECT/ACCESSION NUMBER. other materials that have previously been photographed will have a NEGATIVE or DIGITAL IMAGE NUMBER.
- **location:** if you've done your research on-site, or with the assistance of our librarians, you should have the LIBRARY CALL#; or PRINT ROOM COLLECTION NAME AND NUMBER; with specific BOX/DRAWER/VOLUME and FOLDER/PAGE NUMBER..

DUE DATE:

- please note, normal turnaround is **3-4 weeks from payment**, with a non-guaranteed date of delivery.
- **RUSH SERVICE** is available in most cases for a 100% surcharge and a **1-2 week turnaround**.
- **PRE-PAYMENT IS REQUIRED FOR ALL ORDERS**

PREFERRED METHOD OF DELIVERY:

- FTP site/ email/ internet download (e.g. Dropbox) \$0
- Federal Express \$20 domestic/ \$35 international
- United States Postal Service \$5 domestic/\$15 international

TAX I.D. # FOR NON-PROFIT PRICING

INTENDED USE (permission fees/guidelines are listed separately)

THE FOLLOWING FEES COVER ONLY THE COST OF OBTAINING THE IMAGES; PERMISSION FEES ARE LISTED SEPARATELY.

DIGITAL IMAGING:

Images are at least 300 dpi for an 8 ½ x 11 inch image. All digital images are provided as .tiff files unless otherwise requested (.jpegs are provided for email delivery).

Existing digital image: \$60/ \$30 non-profit
New digital photography/scan: \$120/ \$70 non-profit

FILM:

Existing 4 x 5 Color Transparency (90 day rental): \$200.00
New 4 x 5 Color Transparency (90 day rental): \$400.00

EXCEPTIONS:

Objects in **the off-site warehouse** in need of new photography are subject to a **\$50 pull fee**, with a non-guaranteed turnaround (an estimate will be given on a case-by-case basis).

Conservation Fees: Objects needing conservation will be evaluated and a cost estimate will be given before proceeding.

For humidifying and flattening all **blueprints, trace, and other drawings prior to photography:** Flat **\$50 per drawing;**

additional treatment, such as **mending or cleaning**, as determined by the Chief Conservator, **minimum \$50 flat fee per drawing, plus \$50 per hour.**

Custom Scanning: There is a **\$25 fee** for custom scanning.

An invoice/estimate detailing the order will be faxed, emailed or mailed upon request.

Payments by check or money order must be drawn from a United States bank.

Visa, MasterCard and American Express cards are also accepted.

All fees are non-refundable and subject to change without notice.

PLEASE CONTACT US WITH ANY QUESTIONS.

DEPARTMENT OF RIGHTS AND REPRODUCTIONS

V (212) 485-9282 F (212) 579-8794 rightsandrepro@nyhistory.org

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GUIDELINES: APPLYING FOR PERMISSION TO USE IMAGES

- Application for publication rights must be made in writing and include sufficient information to identify the images' existence in the New-York Historical Society's collection, including: image or accession number, prior invoice number, collection information, visual reference.
- As a matter of quality control, only images obtained directly from The New-York Historical Society will be authorized for reproduction use.
- The New-York Historical Society reserves the right to refuse any request and to impose such conditions as it may deem advisable in the best interest of the Society.
- A permission agreement will be made upon payment of usage fees detailed in the invoice/estimate. Permission is not granted until the NYHS has countersigned the completed and signed agreement.
- Copyrights and other proprietary rights may subsist in individuals and entities other than The New-York Historical Society, in which case the customer is responsible for securing permission from those parties.
- One-time, non-exclusive permission to reproduce, if granted, is conditioned upon the regulations outlined in the permission agreement, which include, but are not limited to:
 - The objects reproduced cannot be altered without written permission from the New-York Historical Society.
 - Two copies of the publication must be provided to the New-York Historical Society's Department of Rights and Reproductions.
 - The reproductions will be clearly identified by an appropriate caption, and the following credit line: **Collection of the New-York Historical Society.**
 - Permission fees are paid prior to usage of image in project. Fees are non-refundable upon signature of agreement.