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:
- Unless otherwise specified, images will be sent via Dropbox or WeTransfer.

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

EXCEPTIONS AND ADDITIONAL FEES:
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/Photoshopping: Priced upon request.

N-YHS Members are eligible for a 10% discount on images.

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 accepted via PayPal.

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

Do not send payment prior to receiving an invoice.

PLEASE CONTACT US WITH ANY QUESTIONS.