

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:**

- 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.

DEPARTMENT OF RIGHTS AND REPRODUCTIONS

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