

# Smithsonian Institution Archives

## Photograph Fulfillment – Collections Care

### Ordering photographs from the Smithsonian Institution Archives is a two step process:

- 1) Permission to reproduce is handled by the curatorial holding unit; a charge may apply.  
For artifacts in the Department of Anthropology, please contact Daisy Njoku for permission to use.
- 2) The digital image file or print is made by the Smithsonian Institution Archives; prices are below.  
Please fill out the attached photograph request form with payment information and email it to [photos@si.edu](mailto:photos@si.edu) or fax to 202-312-2835.

### Permissions Note

Images are delivered on the condition that the user will obtain permission with respect to any image that is published or commercially used. Reproduction rights or rights for commercial products are subject to approval and may require a licensing agreement. Delivery of images does not constitute permission for publication or commercial use. Use of images without the required permission may subject the user to liability or other sanctions including limitations on the ability to obtain additional images.

### Payment

We accept credit cards (Visa, Mastercard, and AMEX). If you use a check or money order, please make it payable to "Smithsonian Institution Archives" in US dollars issued through a US Bank. There is no tax and there are no shipping costs for U.S. First Class Mail. Our mailing address is Smithsonian Institution Archives, MRC 507, P.O. Box 37012, Washington, DC 20013-7012.

### Photographic Materials Fee Schedule \*NEW PRICING as of APRIL 1, 2010\*

Standard Delivery – within 20 business days

#### Digital Imaging Services

Copy of existing Tiff file (600 dpi at 8" x 10") written to FTP server or CD	\$7.50 per image
Scan of original negative or transparency (600 dpi at 8" x 10") written to FTP server or CD	\$50.00 per image

#### Digital Black and White or Color Prints (Canon image PROGRAF on InkJetArt Micro Ceramic Luster paper)

11" x 17", 8.5" x 11", or smaller	\$50.00 each
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<b>Rush Delivery – within five business days</b> Copy of existing Tiff file (600 dpi at 8" x 10") written to FTP server or CD	\$50.00 per image
Scan of original negative or transparency (600 dpi at 8" x 10") written to FTP server or CD	\$200.00 per image

### Delivery

We prefer to deliver images via our FTP website. Once your electronic images are ready for delivery, we will notify you of an FTP address where you may point your browser. We can also email you jpegs if you prefer. All hard-copy images or discs are shipped postage paid via First Class U.S. Mail.

Sincerely,  
*Michael Barnes*  
Fulfillment Manager, Smithsonian Institution Archives

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