

Smithsonian Institution Archives

Photograph Fulfillment – Collections Care

Ordering photographs from the Smithsonian Institution Archives is a two step process: obtaining reproductions of photographs and obtaining permission to use the images.

1) Permission to use reproductions of NASM photographs is handled by the **NASM Archives Division**; a charge may apply. Please see the website **Obtaining Permission to Publish National Air and Space Museum Materials** (<http://www.nasm.si.edu/research/arch/permissions.cfm>) for information and forms.

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.

2) The digital image file or print is provided by the **Smithsonian Institution Archives**; prices are below.

Please fill out the attached photograph request form. Please make sure every image number is preceded by "NASM" (ex. NASM 2009-1234, NASM 00196593, NASM A-123-A). Complete payment information and email form to photos@si.edu or fax to 202-312-2835. Forms may also be mailed to: Smithsonian Institution Archives, MRC 507, P.O. Box 37012, Washington, DC 20013-7012. It may help to call first to discuss your order (202-633-1933).

Payment

The Smithsonian Institution Archives 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.

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
-----------------------------------	--------------

Rush Delivery – within five business days

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.

SMITHSONIAN INSTITUTION
Capital Gallery, Suite 3000
600 Maryland Avenue, SW
P.O. Box 37012 MRC 507
Washington DC 20013-7012
202.633.1933 Telephone
202.312.2835 Fax

Smithsonian Institution Archives – Photographic Services

Capital Gallery West, Suite 3000 -- P.O. Box 37012 MRC 507 -- Washington, DC 20013-7012
 Phone: 202-633-1933 -- Fax: 202-312-2835 -- Email: photos@si.edu

Customer Order Form

Customer Information

Last Name:	First Name:	MI
Business Name:		
Street Address:		
City:	State:	Zip: Country:
Telephone:	Email:	Fax:

Permissions and Use

Please identify the Smithsonian staff person who has granted you permission to use the images requested.		
First Name:	Last Name:	Telephone:
Please identify how you will use the images.		

Product Ordering Information

Image Number	Description	Product	Quantity	Unit Price	Subtotal
Total Order					

Please Note: Images are delivered on the condition that the user obtains permission from the appropriate Smithsonian Institution division for images that will be published or used commercially. Use of images without the required permission may subject the user to liability or other sanctions including limitations on the ability to obtain additional messages.

Payment Information – Select one of the following options.

<input type="checkbox"/>	Check Enclosed (Make payable to “Smithsonian Institution Archives” and drawn on United States banks.)					
<input type="checkbox"/>	Credit Card	Type	Number	Expiration Date		

Smithsonian Official Use Only – Receiving Information

Receiver’s Initials	Date	Time
---------------------	------	------