



HOW TO ORDER COPY PHOTOGRAPHS

NASM Archives Division
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All photographic printing and processing of National Air and Space Museum images is done by the Smithsonian Institution Smithsonian Photographic Services (SPS), a central Smithsonian Institution office. The NASM Archives holds 2,000,000 images. Approximately 50,000 of those images have SPS negative numbers. Half of the images on an average patron's request usually have SPS negative numbers. The NASM Archives has assigned *internal* reference numbers to most of its images. If you wish to obtain copies of any images without existing SPS numbers (that have only internal numbers, such as videodisc numbers), please contact the NASM Archives in writing at the address above. We will have SPS numbers assigned to the images you desire. You must get SPS numbers before you place your Photo Order with that office. Please limit your request for SPS number assignment to no more than 10 images per person or organization per month.

Copies of images with SPS numbers are available for public sale under the following Smithsonian Institution policy guidelines.

Images with SPS Numbers

Some NASM Archives photographs are already identified by valid SPS numbers. **All SPS numbers start with a calendar year prefix** (such as 84-628), **beginning in the year 1971**. These numbers were *part* of the group of photo reference numbers known as **Smithsonian Institution Negative Numbers** prior to August 5, 2002. It is possible to order these photos directly from the Smithsonian's Office of Imaging and Photographic Services (SPS).

NASM Archives Internal Numbers

"OLD" SMITHSONIAN INSTITUTION NEGATIVE NUMBERS (National Air Museum "A" Negatives): Smithsonian Institution negative numbers issued to National Air Museum images filed before January 1, 1971 were assigned numbers beginning with "A". As of August 5, 2002, these numbers are no longer recognized by SPS, and will need to have new SPS assigned by NASM Archives.

NASM ARCHIVES VIDEO DISC NUMBERS: Images researched from NASM videodiscs may need to have SPS numbers assigned prior to duplication. To specify the image you want numbered in the SPS system, list the **videodisc number and side** and the individual frame number (such as 2B-15732), and the image description. You can find the numbers and sides of your videodiscs by displaying the initial frame of the videodisc on your monitor; individual frame numbers can be viewed by activating the frame display function of your videodisc player.

OTHER NASM ARCHIVES NUMBERED COLLECTION MATERIALS: NASM Archives holds many photography collections that retain their own original numbering systems. SPS numbers must be assigned to images from these collections in order to obtain copy photography. Please specify the collection name (for example: "*Hans Groenhoff Photo Collection, NASM Acc. No. XXXX-0359, photo no. HGC-158.*") and provide a brief description of each image.

UNNUMBERED PHOTOS: Always identify the source when ordering copies of photographs which have no identification numbers. (For example: "*Thaden Collection, NASM Acc. No. 1986-0042, Box 2, Folder 6,*" or "*Technical Reference Files, File A0060110 Boeing 314 Clipper.*") Photocopies of requested images **must** be included with your request to have SPS numbers assigned by NASM Archives; your photocopies must be annotated with the proper source location information.

COPY PHOTOGRAPHY MATERIALS FEES

Copy Photograph materials fee information is based on information obtained from the Smithsonian Photographic Services (SPS). *Prices and policies are subject to change without notice. All copy photography policies and charges are set by SPS; the National Air and Space Museum DOES NOT HAVE ANY CONTROL over SPS policies or charges, nor does NASM receive any of the income taken in by SPS.*

This Schedule Reflects a **Materials Fee Only**. Please note that reproduction rights or rights for publications or other commercial products are subject to approval and require permission from the NASM Archives (please see last page) and/or a licensing agreement with the Smithsonian Institution Office of Product Development and Licensing (OPDL).

Minimum photo order is \$25.00.

MATERIALS FEE SCHEDULE

Non-Rush Service (5 weeks)		Price per image
Medium resolution scan (300dpi .tif file at 8"x10") written to CD and mailed		\$50
Color or B/W copy prints (8"x10" or smaller)		\$25
35mm Color slides		\$25
4" x 5" Color transparencies		\$150
Rush Service (5 working days)		Price per image
24-48 hour service available on most images at double the rush service price		
High resolution scan (600dpi .tif file at 8"x10"), posted to ftp server, e-mailed, or written to CD and mailed		\$200
Medium resolution scan (300dpi .tif file at 8"x10") written to CD and mailed		\$100
Color or B/W copy prints (8"x10" or smaller)		\$100

HOW TO FILL OUT YOUR SMITHSONIAN INSTITUTION SPS PHOTO ORDER FORM

All orders must be submitted using a Smithsonian Institution Form SI-318 (Photo Order). Please write clearly; if SPS can't read your handwriting, they can't fill your order. Skip Sections A and B; **fill out Section C only.**

1. Fill in organization or firm (if applicable), name, address, and telephone number. SPS will contact you by telephone only if there is some problem with your order.
2. If you would like matte (not shiny) finish prints, put a check mark in the box after "check here if matte is desired." If glossy finish prints are acceptable, leave this box blank. If you intend to use the copy photographs in a book, article, exhibition, film, video, internet application or other electronic media production, please check **Yes** after "The materials and services requested on this order are for reproduction or resale" and read the information at the end of this brochure about submitting an **Application for Permission to Reproduce NASM Photographs.**
3. On the line following "Negative numbers and information on this order were obtained from" write *NASM Archives Division*. If you have been working with a specific member of our staff, you can include his or her name here as well.
4. Use lines 1 through 14 to list the reference numbers for the images you wish to order. Please read the instructions in this brochure regarding **NASM Archives Negative and Print Numbers** before filling in this part of your photo order. You may attach additional sheets of paper to your order form if you would like to order more than 14 items. Be sure to indicate size (8x10, 35mm, etc.) and quantity for each image ordered. Please see section on the next page of this brochure entitled **Copy Photography Materials Fees** for copy photography prices. If you are ordering a color copy of a color image, please write "COLOR" at the end of the line in the *description* column.
5. Fill in total number of items ordered (Line A) and total dollar amount of order (Line B).
6. Lines C and D: Please read instructions regarding **Discounts** on the next page if you feel you qualify for an educational, Smithsonian Associates, or quantity discount, and follow the instructions accordingly. Fill in the largest of the allowable discounts on Line E. (You are only entitled to one type of discount per order.)
8. Fill in the net amount due on Line F. Please read the section titled **PAYMENT** below. Mail your photo order and payment to SPS at the following address. **Do NOT mail your order to NASM!**

**Customer Service Branch
Office of Imaging and Photographic Services (SPS)
Smithsonian Institution
Washington DC 20560-0644**

PAYMENT. All photo orders must be paid to SPS in advance. Payment may be by check or money order, which will be deposited by SPS upon receipt. Your check or money order must be for the exact amount required, and should be made payable to "Smithsonian Institution" in U.S. dollars issued through a U.S. bank. *SPS is now able to accept payment by credit card; until they are able to redesign their photo order form, please write your VISA, MasterCard, American Express or Discover card number and expiration date at the bottom of **Section B** on your photo order form.* Any order with insufficient information or payment will be returned. Credit card orders may be sent via fax to (202) 786-2756.

RESTRICTIONS AND LIMITATIONS. These images shall not be used to show or imply Smithsonian endorsement of any commercial product or enterprise, or to indicate that the National Air and Space Museum or the Smithsonian Institution concurs with the opinions expressed in, or confirms the accuracy of any text or narration used with these images.

NOTICE: All photographic prints produced by the Smithsonian Institution Office of Imaging and Photographic Services (SPS) are now being produced by digital means, on digital photographic printers. Traditional "wet-process" photographic prints are not available from SPS. Questions or comments on this policy should be directed to SPS Customer Service at (202) 633-1933.

DELIVERY. The expected delivery times are listed in the **Material Fee Schedule** on the first page of this pamphlet. *The NASM Archives has no control over or influence upon the operation of SPS labs.* Please contact SPS for questions concerning turn around times prior to or after an order has been placed with that office. The SPS phone number is (202) 633-1933. All orders are shipped postage paid via First Class U.S. Mail unless otherwise specified. If use of a commercial courier service is preferred, SPS will ship **collect** using **your** account number with that service.

REFUNDS. If NASM or SPS is unable to provide a requested item, a refund will be issued by SPS. Due to the cost involved, however, refunds of \$25.00 or less will not be made by SPS unless specifically requested.

DISCOUNTS.

Educational Discount. Students, teachers, and non-profit educational institutions may request a 10% discount. Advance payment and your photo order form must be accompanied by a short statement on your school or institution stationery specifying, (1) your qualifications for an educational discount and, (2) the purpose for which the pictures will be used. If you are a non-profit organization ordering photographic material for non-profit use, include your valid 501(c)(3) number with your order.

Smithsonian Associates Discount. Smithsonian Associates may request a 10% discount. On Line D of Section C of your photo order form, circle "Associates discount" and write in your Associates number. *We regret that SPS has not extended this discount to members of the National Air and Space Society.*

Quantity Discount. A discount is available on multiple prints OF THE SAME IMAGE. Prices are available on request from SPS Customer Services, (202) 633-1933.

CONDITIONS AND TERMS. The National Air and Space Museum **does not keep stock photographs**, and does **not** loan photographic materials. All photographs are custom printed by the Smithsonian Institution Office of Imaging and Photographic Services (SPS) to fill specific orders, and cannot be sent on approval or returned for credit. SPS will not retouch prints to eliminate existing imperfections, including lines resulting from cracks in glass plates. SPS will crop photographs at no extra charge if you include a photocopy of the original image indicating precisely how you wish the final image cropped.

CAPTIONS. Captions are not normally provided with Smithsonian Institution photographs. Not all images in the collections have captions, but if you would like captions for those images which have them, please contact the NASM Archives directly.

COLOR AVAILABILITY. Most photographs in the collections of the National Air and Space Museum are black-and-white. **We are NOT able to provide color copies of black-and-white originals.**

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APPLYING FOR PERMISSION TO REPRODUCE NASM PHOTOGRAPHS

Please note that an *Application for Permission to Reproduce NASM Photographs* is NOT an order for copy photographs. COPY PHOTOGRAPHS MUST BE ORDERED AND PAID FOR SEPARATELY from the Smithsonian Institution Office of Imaging and Photographic Services (SPS).

REPRODUCTION RIGHTS. Smithsonian Institution photographs may not be reproduced, resold, or otherwise commercially used without specific written permission from the Smithsonian Institution. If you anticipate publishing, exhibiting, or making any other commercial use of National Air and Space Museum (NASM) photographs, a NASM "Application for Permission to Reproduce NASM Photographs" form must be completed and approved by the NASM Archives Division. Please note that all permissions are issued for **ONE TIME USE ONLY**. Subsequent use of these photographs is restricted and requires additional permission authorization.

HOW TO FILL OUT YOUR APPLICATION FOR PERMISSION TO REPRODUCE NASM PHOTOGRAPHS FORM. This form must be completed if you anticipate publishing National Air and Space Museum (NASM) photographs in a **book or periodical**. If you anticipate using NASM photographs in some other application, please obtain the appropriate alternate permission application form (Film/Video, Electronic Media, Advertising, or Miscellaneous) from the NASM Archives Division.

Permission Application Forms and additional information can be found on line at the following URL:

<http://www.nasm.si.edu/nasm/arch/permissions.htm>

1. In the **Submitted by:** block, please fill in your name and organization as applicable and check the appropriate box at right: Author, Publisher, or Other (independent photo researcher, agent, etc.)
2. Choose the appropriate **PUBLICATION INFORMATION** block to fill out for your project. This form is to be used for a book OR a periodical article, but not for both a book and an article. If you have not settled on a final title, you may use a working title. **Type of Publication.** For a book, examples are: textbook, aviation history, military history, general history, children's book, etc. For a periodical, examples are: aviation quarterly, state historical journal, trade journal, corporate newsletter, etc. **Estimated Print Run (Book).** This figure should be the known or estimated FIRST print run for your book, and should be available from your publisher. **Circulation (Periodical).** This figure is sometimes included on a magazine's table of contents page or towards the back of the first issue of the year; if not, it should be available from the publisher or can be found by consulting a current periodicals directory such as *Ulrich's International Periodical Directory*, available in many large libraries. *All of this information is important. Please furnish as much of it as you can.*
3. Fill in name, address, and telephone number for **AUTHOR** and **PUBLISHER**.
4. Turn the form over. On the lines provided at the top of the page, please list the reference numbers and descriptions of the photographs you wish to use.
5. Please read the **RESTRICTIONS and REQUIREMENTS** information, fill in the organization, title, address, etc. of the person who will be signing this application in the block at the bottom of the page, and **sign** the form.
6. Mail or fax your completed application to the NASM Archives Division at the address at the bottom of this page.

When your application has been processed by the NASM Photo Archives staff, an **Invoice** will be sent to you stating the fee for your project. A **Permission to Publish** form will be issued after payment is received.

ADDITIONAL INFORMATION. Questions about how to order copy photographs and/or permission to reproduce NASM photographs may be directed to the Photo Archives of the NASM Archives Division at the address below:

Archives Division, Attn: Photo Permissions
Smithsonian Institution
P O Box 37012
National Air and Space Museum, Rm 3100, MRC 322
Washington DC 20013-7012

FAX: (202) 786-2835