

Smithsonian Photographic Services

Policies and Prices

Effective March, 2011

[Download a PDF version of this document.](#) 

[Download an Order Form.](#) 

Contact Info:

Smithsonian Institution Archives - Photographic Services

600 Maryland Ave SW - MRC 507

PO BOX 37012

Washington, DC 20013-7012

phone: 202-633-1933 fax: 202-312-2835

email: photos@si.edu

General Procedure:

Select images belonging to the Smithsonian Institution museums, galleries, libraries, and archives are available to the public for purchase. Sale of some of these images require specific approval by Smithsonian curatorial units. A [listing of curatorial units](#) and their phone numbers may be found at the end of this document. Please contact these Smithsonian units to determine the availability of images and obtain valid image numbers. If an image is not on file or available, objects may be photographed for you. However, this photography must be accomplished by our office and the curatorial unit before you will be given valid negative numbers, by the curatorial unit, necessary to place your order.

1. Contact the Smithsonian unit related to the desired image or images to request specific image numbers and permission for your desired set of images.
2. Complete the [order form](#)

Rush Services (5 working days)*

High resolution scan (600 dpi tif file at 8x10"): posted to our ftp server or e-mailed	\$200
Medium resolution scan (300 dpi tif file at 8x10"): posted to our ftp server or e-mailed	\$100
Color or Black & White Print (8.5x11" or smaller)**	\$100

*(24-48 hour service is also available on most images, please double the rush services prices)

**denotes paper size; actual image size may vary in accordance with the original image format and cropping.

Non-Rush Services (5 weeks)

High resolution scan (600 dpi tif file at 8x10"): written to CD and mailed	\$100
Medium resolution scan (300 dpi tif file at 8x10"): written to CD and mailed	\$50
Color or Black & White Print (8.5x11" or smaller)**	\$25

Color or Black & White Print (11x17")** \$35

**denotes paper size; actual image size may vary in accordance with the original image format and cropping.

Terms and Conditions

There are often duplicate negative numbers referring to photographs in different collections. A general description with negative number of each photograph should be submitted with your order.

Delivery

We prefer to deliver digital images via e-mail or our ftp site. Once your electronic images are ready for delivery, we will notify you of an ftp address where you may point your browser, or simply email you jpegs. All hard-copy images are shipped postage paid via First Class U.S. Mail.

Reproduction Rights and Limitations

There may be additional reproduction fees charged by curatorial units. Please check at the time of research regarding the images you will be ordering or using. Smithsonian Institution photographs may not be reproduced without specific written permission from the Institution. Use of these photographs shall not be used to show or imply Smithsonian endorsement of any commercial product or enterprise, or indicate that the Institution concurs with the opinions expressed in, or confirms the accuracy of any text used with, these photographs.

Restrictions and Limitations

Copyrighted or otherwise restricted materials may require additional clearance before they can be released. If copyright is held outside the Institution it is your responsibility to obtain any necessary releases.

Curatorial Division Listing

The following is a select listing of Smithsonian Institution divisions that may have images housed in this photo archives. People within these divisions may be able to assist you with image or object research, or obtaining negative numbers. For other divisions or general information, please call 202-633-1000. Unless noted, all of the following numbers begin with a (202) prefix:

Agriculture and Natural Resources	633-3901
Air and Space	633-2320
Archives Center (American History)	633-3734
Armed Forces History	633-3910
Ceramics & Glass	633-3787
Coins/Money	633-3830
Community Life	633-3596
Computers	633-3806
Costumes	633-3780
Dinosaurs & Fossils	633-1317
Domestic Life	633-3794
Electricity & Modern Physics	633-3834
Engineering and Industry	633-3915
Fishes	633-1236
Graphic Arts	633-3804
Insects	633-1016

Mechanisms	633-3919
Medical Sciences	633-3411
Mineral Sciences	633-1793
Musical History	633-9323
National Anthropological Archives	(301) 238-2873
Photographic History	633-3810
Physical Sciences	633-3421
Political History	633-3794
Smithsonian Institution Archives	633-5870
Stamps	633-9366
Textiles	633-3778
Transportation	633-3923

For information on other Smithsonian Divisions visit the [Smithsonian Visitor Information Center web site](#).