

NEW YORK TRANSIT MUSEUM

Archives- Photo duplication Fees

B/W Prints

8X10"	\$30.00
11X14"	\$35.00
16X20" *	\$50.00

Color Prints

8X10"	\$35.00
11X14"	\$40.00
16X20" *	\$65.00
20X24" *	\$90.00

Digital Image

72- 300 dpi tiff or jpeg, maximum 2500 pixels on the long side or 8X10" output size transmitted through an online service	\$20.00
Transmitted via CD	Add \$5.00

Photocopying Fees:

Regular charge	\$.25 per page
Students & non-profit organizations	\$.15 per page
NY State, City, and MTA agencies	No charge

Photocopies will be made only by Archives staff

Prices for other formats, quantities, or services will be provided upon request. Allow for a minimum of ten full working days for photo duplication orders. For rush orders add 50% to total cost of order.

**If there is no negative on file there is an additional charge for the creation of a negative for the Archives to retain.*

B/W copy negative- \$25.00

Color Negative- \$30.00

If the object is oversized (over 11X14") there will be a \$50 oversized handling fee for the object to be photographed.

New York Transit Museum Archives reproduction guidelines

The New York Transit Museum does not lend original materials for reproduction purposes. Commercial users and other researchers must use the Archives photo duplication vendor and pay current costs for reproduction and enlargement.

The New York Transit Museum Archives reserves the right to deny photocopying and photo duplication requests in cases where the archival documents involved are fragile or otherwise vulnerable to damage or loss or where the materials are restricted by copyright or for other reasons. All photocopying and scanning are done by the Archives staff.

Archives- Use fees

Research Services	Commercial	Not-for-Profit
On-Site Research	Free	Free
One Hour Minimum (for research conducted by the Archivist for external researchers)	\$100/per hour	\$50/ per hour
 Use of Still Images		
Book, Periodical, Newspaper, Filmstrip, CD-ROM (North American edition)	\$100	\$25
Book, Periodical, Newspaper, Filmstrip, CD-ROM (World-wide rights)	\$200	\$30
Exhibition (non-traveling/ traveling)	\$100/ TBD	No Fee/ TBD
Magazine, book, or recorded sound cover (North American/ Worldwide distribution)	\$300/ \$600	\$100/ \$200
Calendar, stationary, card, wrapping, etc.	\$200	\$200
Website	\$150	\$50
Special Requirements:		
o Images will be displayed as 72 dpi jpegs		
o Language, including a surface link to the NYTM website, should be included that states "This image cannot be reproduced without written permission from the New York Transit Museum Archives."		
E-Book (subscription based, password protected)	\$125	\$40
Television- Local/ North America/ Worldwide	\$70/ \$100/ \$150	\$25/ \$50/ \$75
Video and DVD- North America/ Worldwide	\$150/ \$175	\$75/ \$100
Feature Film	\$200	\$100
Lecture or Presentation- open to the public/ entrance fee charged	TBD/ \$30	No Fee/ \$15
Live Performance	\$100	\$30
Use of Motion Picture Film & Video	Collection Not Available	
Rush Orders	50% of total cost of order	

All fees must be paid in advance and an agreement must be signed stating compliance with all rules and conditions for use as required by the New York Transit Museum Archives.

The New York Transit Museum Archives does not lend original material.

A complete fee schedule, policy and procedure document is available upon request.

Conditions for Use

Reproductions of all images must be captioned to indicated the correct title of each image and the following language **Courtesy of New York Transit Museum.**

Users of materials from the New York Transit Museum Archives will be responsible for locating and identifying underlying rights for publication.

All fees are payable in advance. Permission for use is contingent upon payment of publication fees in advance of the publication date.

Use of images will not be reproduced for anything other than the use approved. Permission for use is contingent upon signature and receipt of the usage contract before the release date of the publication.

Material may not be cropped, retouched, colored, manipulated, used as part of a collage or otherwise altered without the explicit permission of the New York Transit Museum.

Two copies of the publication must be provided to the New York Transit Museum Archives.