

Baker Library Historical Collections Digital Image Delivery & Permission to Use Policy

The following policy is designed to assist researchers by providing high-resolution digital scans with permission to use from Baker Library Historical Collections. All requests for images must include details on plans for use. Baker Library Historical Collections (BLHC) provides an appropriate citation format at the time that the request to use is approved. BLHC charges a fee to use images from its collections.

Baker Library Historical Collections holds a rich collection of photographs, prints, engravings, trade cards and other images. A growing number (**but not all**) of these visual images have been digitized for online searching through Harvard University's [Visual Information Access \(VIA\)](#) system. Images from select Baker Library Historical Collections websites may be available digitally, but unavailable in the VIA system. After searching VIA, researchers should provide BLHC reference staff with a link to the appropriate webpage to confirm availability of an existing high-resolution digital scan. If an item of interest is not available in VIA or through Baker Library Historical Collections, BLHC may be able to provide a high-resolution scan by placing a new scanning request with an outside photo lab.

All requests are subject to review by Baker Library Historical Collections reference staff, and BLHC may not be able to fill all requests. Existing digital files may not be suitable for all purposes. If the archival file storage standards are not at an appropriate resolution for the request, patrons can pay additional duplication costs and create a new digital file. Authorization by Baker Library Historical Collections is not a copyright agreement and does not remove the patron's responsibility to guard against the infringement of rights held by others.

Pricing for Digital Image Requests:

Digital images available in VIA or through BLHC:	Images not available in VIA or through BLHC (new scanning requests)
<p>All orders are subject to an image retrieval fee: \$20.00 for 1-5 images</p> <p>For orders of more than 5 images, a \$20.00 charge is applied for every additional grouping of up to 5 images (i.e. an order for 7 images and an order for 10 images would be \$40.00)</p> <p>All orders are subject to Baker Library Historical Collections Service Charges: \$15.00 for 1-10 images \$25.00 for 10 + images</p> <p>8 x 10 prints require additional fees, time, and processes</p>	<p>All orders are subject to digital photography fees: \$20 - \$65 per image</p> <p>Additional charges may apply for size or condition</p> <p>All orders are subject to Baker Library Historical Collections Service Charges: \$15.00 for 1-10 images \$25.00 for 10 + images</p> <p>8 x 10 prints require additional fees, time, and processes</p>

All requests to use Baker Library Historical Collections images are subject to use fees.

<p><u>One-time usage fee:</u> Books and Electronic Media (CD-ROMs, DVDs, CDs, etc.) North American or Single country, single language rights: \$50 World rights and/or all languages: \$100 Scholarly Journals & Nonprofit Newsletters: \$50 National & Trade Magazines: \$100 Exhibition, including display, catalog, related marketing and educational materials: \$50 Broadcast, Home Video, DVD & All Media, including marketing materials, companion website or educational materials: All Television (Standard & Non Standard) North America: \$200</p>
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All Television (Standard & Non Standard) World Rights: \$250
 Public Television World Rights: \$150

Any changes in content constitute a separate edition. To use images in a separate edition requires additional permission as well as additional publication fees. Permission must be granted, and the use fee paid, in advance of the publication of the separate edition.

Baker Library Historical Collections will provide an appropriate citation format at the time that the request to use an image is approved.

Placing Image Requests

Digital images available in VIA or through BLHC:	Images not available in VIA or through BLHC (new scanning requests)
<p>Remote requests for this service should be placed through the Baker Library Historical Collections reference desk (mailto:histcollref@hbs.edu). Please fax, mail, or attach to email the legibly completed Digital Image Delivery & Permission to Use Order Form (included below).</p> <p>Reading room, in person requests for this service should be placed with the reference staff on the desk by legibly completing the Digital Image Delivery & Permission to Use Order Form.</p> <p>All requests must include specific citations for each image.</p>	<p>Remote requests for this service should be placed through the Baker Library Historical Collections reference desk (mailto:histcollref@hbs.edu). Please fax, mail, or attach to email the legibly completed Digital Image Delivery & Permission to Use Order Form (included below).</p> <p>Requests must include specific citations for each image. Baker Library Historical Collections will not process requests that do not include sufficient information for locating the item(s) in the collections.</p> <p>Reading room, in person requests for this service should be placed with the reference staff on the desk by legibly completing the Digital Image Delivery & Permission to Use Order Form and by clearly marking the item(s) to be scanned with white flags.</p>

Turnaround Times for Image Requests

Digital images available in VIA or through BLHC are delivered by BLHC	Images not available in VIA or through BLHC (new scanning requests) are delivered by an outside lab
<p>Harvard Business School and Harvard University Orders: Please allow five business days following receipt of all payments for delivery of files and permissions. Large orders (11 items or more) will require additional processing time.</p> <p>External Orders: Please allow at least 10 business days following receipt of all payments for delivery of files and permissions. Large orders (11 items or more) will require additional processing time.</p>	<p>The outside lab states their standard turnaround time as 20 BUSINESS days from receipt of payment.</p> <p>For any order, but especially for orders larger than 11 items, patrons need to contact the lab to see if rush delivery (50% - 200% surcharges apply) is available.</p> <p>Baker Library Historical Collections has no control over when orders are completed.</p> <p>Baker Library Historical Collections will provide permissions after the outside lab reports receipt of payments.</p>

Payment for Image Requests

Digital images available in VIA or through BLHC:	Images not available in VIA or through BLHC (new scanning requests)
<p>All orders must be prepaid. However, due to variables in determining final fees, patrons should not provide payment until Baker Library Historical Collections staff calculate total charges and request payment.</p> <p>BLHC accepts: HBS/HU Charge (33 digit codes) Credit Card (AMEX, MC, VISA) Check (payable to Harvard University) Cash (on-site)</p>	<p>Baker Library Historical Collections can provide an estimate based on the lab's fees, but the lab will provide the final fees and patrons pay the lab directly for the duplication.</p> <p>The lab will ask for prepayment and when it receives payment, Baker Library Historical Collections will deliver the items to be shot. The lab will then process and send the order.</p> <p>Baker Library Historical Collections provides permissions and collects use fees for images</p> <p>The lab accepts: HBS/HU Charge (33 digit codes) Credit Card (AMEX, MC, VISA) Check (payable to Harvard College Library) Money Orders (payable to Harvard College Library)</p>

Delivery of Image Requests

Digital images available in VIA or through BLHC:	Images not available in VIA or through BLHC (new scanning requests)
<p>Digital orders are delivered through the HBS secure file transfer system and are not subject to shipping charges.</p>	<p>Digital orders are delivered by an outside lab for \$15 (for up to 10 files).</p>

Staff Use Only: Affiliation _____

Collection _____

BAKER LIBRARY HISTORICAL COLLECTIONS

DIGITAL IMAGE DELIVERY & PERMISSION TO USE ORDER FORM

Name: _____ Tel: _____

Affiliation: HBS _____ HU _____ Other (please specify): _____

Mailing address:

E-mail: _____

These/This image(s) are/is to be used for:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> HBS Case Prep | <input type="checkbox"/> Presentation/Talk | <input type="checkbox"/> Article | <input type="checkbox"/> Book |
| <input type="checkbox"/> HBS Working Paper | <input type="checkbox"/> Class Prep | <input type="checkbox"/> Thesis/Dissertation | <input type="checkbox"/> Legal Work |
| <input type="checkbox"/> Electronic Media | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Broadcast | <input type="checkbox"/> Home Video/DVD/Media |

Other _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a copy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, and later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- I agree not to reproduce, transfer, publish, broadcast, or post on the internet the image(s) without permission of Baker Library Historical Collections.
- I understand that Baker Library Historical Collections makes no representation that it is the owner of any copyright of materials.
- I understand that permission to use must be obtained from Baker Library Historical Collections and from any owner of the copyright.

Signature: _____ Date: _____

TITLE or DESCRIPTION	RECORD IDENTIFIER (VIA), Web Link (BLHC Website), COLLECTION NAME, BOX AND FOLDER, CALL NUMBER, PAGE NUMBER, ETC. (New Scanning)	DESIRED SCAN SPECS (if known- scanned at default resolution if unknown)
VIA Example: S.D. Sollers & Co. Fine Shoes	olvwork88671	300 dpi
BLHC Website Example: Airplane View of Hawthorne Works, ca. 1925	http://www.library.hbs.edu/hc/hawthorne/big/wehe_001.html	300 dpi
New Scanning Example: Latal Commissary, Colombia, 12/1/53	United Fruit, Box 30	600 dpi

