



Museum of the City of New York - Duplication Policy

Digital Photographs

The Museum of the City of New York encourages researchers to bring digital cameras onsite to take reference photographs of collection objects. Flash may not be used at any time. The flat fee for taking digital photographs is \$15 for individuals and non-profit organizations. The digital camera fee use is included in the \$30 access fee for commercial organizations.

Scanning

Researchers requesting digital scans will be provided with reference quality images. Hi-res images will only be provided in situations where the object would be indecipherable as a reference image. Scanning is subject to the approval of the archivist or curator.

Researchers are entitled to five pages of free scans per inquiry. After the first five, the researcher will be charged \$5 for each additional page (payment by credit or debit card only). It may take up to two weeks for the digital images to be delivered to researchers. Scanning fees apply to individuals, non-profit organizations, and commercial organizations.

Photocopies

The Museum will no longer make photocopies of collection objects. Any researcher who cannot use digital images may receive printouts of the scanned material for the fee of \$0.50 per page plus shipping and in addition to any appropriate scanning fees as described above (payment by credit or debit card only).

Duplication Use

Any digital photos, scans, or printouts of collection materials are provided under the provisions of "fair use" as described by United States copyright law, and are intended for scholarly or private use only. Reproduction, public display, or distribution of an image from the Museum's collection from any copy format (digital or print) via any medium requires the permission of the Museum. For further information about fees and ordering procedures, please contact the Museum's Rights and Reproductions Department, by telephone at 917-492-3375, by fax at 917-492-3960, or by email at rights@mcny.org

Collections Access Agreement:

I have read the Museum of the City of New York's conditions for collection use and duplication policy. I agree to observe them and understand that if I fail to do so, permission for further access may be withdrawn.

Researcher Signature: _____

Date: _____

MCNY Archivist/Curator signature: _____

How did you learn about the Museum of the City of New York?

Have you ever visited the Museum of the City of New York Collections Portal? YES NO