



2022 | **Imaging Services Department**
FEE SCHEDULE | Digital Reproductions & Publishing Permissions

TABLE OF CONTENTS

ABOUT IMAGING SERVICES	3
REPRODUCTION FILES & FEES	4
PREPARATION FEES	5
PUBLISHING PERMISSION FEES	6
RELEVANT LINKS & INFORMATION	7
SUPPORT OUR WORK	8





ABOUT IMAGING SERVICES

What We Do

The Department of Imaging Services provides digital reproduction files of items in the Maryland Center for History and Culture's museum and library collections. We do not provide printed reproductions.

Why We Charge Fees

All fees associated with purchasing publishing rights and/or reproduction image files contribute to preserving and providing greater access to the collections housed within the Maryland Center for History and Culture. Your purchase contribution helps us share Maryland history both locally and worldwide, supporting interactive museum experiences, online exhibitions, educational programming, and digital collections online. All orders are subject to Maryland state tax unless a nonprofit identification number is provided on the order form. All prices are per image.

REPRODUCTION FILES & FEES

IMAGE FILE FEES*		
Existing File	Commercial	\$60
Existing File	Personal & Nonprofit	\$30
New File	Commercial	\$80
New File	Personal & Nonprofit	\$40
*Includes 15 minutes of staff time		

Downloading files:

All images and materials are provided via link to download. Failure to download materials in a timely manner may result in additional fees.

What is a digital reproduction?

A digital reproduction is an image file, produced via digital camera or scanner, which captures the content, color, and quality of condition of a collections item. The file is recorded to reflect the native dimensions of the object. File sizes may vary. Images created with older technologies, may not adhere to the same definition of "digital reproduction" as listed above.



PREPARATION FEES

What is a preparation fee?

Preparation fees are assessed per order. Determining factors include new photography, staff time, oversized items, conservation needs, etc.

Average preparation fee per order:

Existing files: ~ \$0-\$50 per order

New files: ~ \$50-100

An estimate of charges will be included with your preliminary invoice.

Bulk Processing Fee:

Orders of 5 images or more will incur a 10% surcharge and require additional processing time.

Rush Fees:

Rush orders are completed within 3 business days and incur a 100% surcharge*.

*Turnaround time begins once payment has been received.



PP283.31
West Baltimore suffragists gathered for a visit with Margaret Murray Washington, 1919 photograph by Arthur Laidler Macbeth. Maryland Center for History and Culture.

PUBLISHING PERMISSION FEES

PUBLISHING PERMISSION FEES		
Temporary Commercial Publishing Rights	All media, non-exclusive, for 5 years	\$150
Permanent Commercial Publishing Rights	All media, non-exclusive, in perpetuity	\$250
Nonprofit Publishing Rights	All media, non-exclusive, in perpetuity	\$0

When do you need publishing permissions?

Images held by the Maryland Center for History and Culture can be used for private study, scholarship, and research. Commercial and other uses are prohibited without the permission of the Maryland Center for History and Culture. Publishing permissions are provided free of charge to nonprofit organizations with a valid EIN/Tax ID.

Some images in the archive are within the public domain in the United States, permissions are not required to publish or utilize these images. MCHC staff research the rights status of requested images according to available information. If the rights of an image are undetermined or unclear, it is the responsibility of the patron to research and obtain publishing permissions.



STATEMENTS & DISCLAIMERS

The goal of the Maryland Center for History and Culture's [Digital Collections](#) portal is to expand access to our collections - for students, educators, and members of the public throughout the state of Maryland, and around the world.

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- If your publication pertains to Maryland history or culture we highly encourage you to donate a printed copy of your publication to our library. Mail a copy to the H. Furlong Baldwin Library, 610 Park Ave. Baltimore, MD 21201 or email specialcollections@mdhistory.org
- MCHC reserves the right, at its sole discretion, to deny permission to reproduce an image to any applicant without explanation.

MCHC reserves the right to change these Terms of Use without notice; changes shall be effective upon posting. Please check back for updates. Failure of MCHC to enforce any of these terms shall not constitute a waiver of such terms.



RELEVANT LINKS & INFORMATION

Oral Histories

If you are interested in rights or reproductions pertaining to oral histories please [visit this page](#).



Esther McCready, nurse, teacher, and civil rights activist, looks through photographs with Damon Talbot, former reference archivist.

RESEARCH ASSISTANCE

If you need help finding, or identifying, materials please check these databases:

[Digital Collections](#)
[Library Catalog](#)
[Research Guides](#)
[Finding Aids](#)

For further assistance with research of items within the H. Furlong Baldwin Library, please email specialcollections@mdhistory.org

For research inquiries pertaining to collections from the Museum, please review the [Collections Access](#) page on our website.



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SUPPORT OUR WORK



YOUR SUPPORT MAKES OUR WORK POSSIBLE

Our collection is an incredible resource meant to be shared with the public. The Maryland Center for History and Culture relies on our supporters' generous donations to continue our work of collecting, preserving, and interpreting the history, art, and culture of Maryland. Visit our website mdhistory.org/donate to make a 100% tax-deductible contribution today.

