



**2021** | **Imaging Services Department**  
**FEE SCHEDULE** | Digital Reproductions & Publishing Permissions

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## **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



## 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. Legacy digital assets, i.e. images created with older technologies, may not adhere to the same definition of "digital reproduction" as listed above.

### Digital Reproduction:

\$39.00\*

\*Minimum file size 5,000 PX at 300 PPI, see description above. File delivered via link to download.



# DIGITIZATION INFORMATION

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## Standard Turnaround:

14 business days for up to 10 images (no new photography)

## Rush Option:

Orders to be completed within 3 business days\* - 100% surcharge

\*Turnaround time begins once payment has been received.

## Nonprofit Discount:

To be considered nonprofit, a valid nonprofit EIN tax ID number must be provided.

- Books, eBooks, TV Broadcasts, Films, and Streaming Video - 50% off listed permission fees
- All other permission fees are waived

## Downloading Deliverables:

All links and materials are provided via link to download\*\*

\*\* Materials must be downloaded and saved within 10 days of receipt of deliverables. Failure to download materials in a timely manner may result in additional fees.



# DIGITIZATION FEES

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## New Digitization Fee:

\$10 per image file

This fee applies to previously undigitized collection items. One image file is generated per one photographic print, verso, photographic negative, cover of a bound volume, open spread of two pages within a bound volume, single view of a 3D object, single side of a leaf of a map, etc.

New digitizations may be ordered without the purchase of a reproduction image. Patrons will be able to preview the new digitization image(s) via link to the "[Digital Collections](#)" online entry.

## Bulk Processing Fee:

Orders of 10 images or more will incur a 20% surcharge & require additional processing time.

## Custom Photography Fee:

\$60.00 per hour

One hour minimum

This fee applies to requests for imagery beyond the standard reproduction file (i.e. larger than the current available digital reproduction, or outside the scope of regular archival photographic documentation.)

Please contact [imagingervices@mdhistory.org](mailto:imagingervices@mdhistory.org) for more details.



# BOOK PERMISSIONS

<b>IMAGE USE</b>	<b>ONE LANGUAGE / ONE CONTINENT</b>	<b>ONE LANGUAGE / WORLDWIDE</b>	<b>ALL LANGUAGES / WORLDWIDE</b>
COVER / JACKET any size print run	\$150	\$250	\$300
PRINT RUN fewer than 5,000	\$40	\$50	\$60
PRINT RUN 5,001 - 9,999	\$60	\$70	\$80
PRINT RUN 10,000 to 24,999	\$80	\$90	\$100
PRINT RUN 25,000 to 49,999	\$100	\$120	\$130
PRINT RUN 50,000 - 79,999	\$130	\$145	\$160
PRINT RUN 80,000 or greater	\$150	\$175	\$185
EBOOK unlimited copies	\$125	\$125	\$125

Nonprofit organizations with a valid EIN tax ID will receive a 50% reduction in book / eBook permission fees.



## MEDIA PERMISSIONS

TELEVISION / FILM / STREAMING VIDEO	COMMERCIAL FEE
TELEVISION BROADCAST	\$125
NON-BROADCAST VIDEO / FILM	\$100
STREAMING VIDEO	\$150
BLU-RAY / DVD	\$150

STATIC WEBPAGE *	COMMERCIAL FEE
PERMANENT INSTALLATION: More than 5 years	\$50
TEMPORARY INSTALLATION: Less than 5 years	\$25

\* The patron, or their organization, should be the owner/ administrator of the URL or obtain written permission to post images on behalf of the owner of the domain.

\*\* Images may not be published on commercial genealogy websites.

Nonprofit organizations with a valid EIN tax ID will receive a 50% off the media permission commercial fee.

## PERSONAL PRINTS

PERSONAL PRINTS	GENERAL FEE
FOR IN HOME DISPLAY	\$0





# PUBLICATION PERMISSIONS

<b>MAGAZINES &amp; CATALOGS</b>	<b>COMMERCIAL FEE</b>
COVER / JACKET any size print run	\$150
PRINT RUN fewer than 10,000	\$35
PRINT RUN 10,000 TO 24,999	\$45
PRINT RUN 25,000 to 49,999	\$55
PRINT RUN 50,000 - 99,999	\$75
PRINT RUN 100,000 or greater	\$90

<b>NEWSPAPERS &amp; JOURNALS</b>	<b>COMMERCIAL FEE</b>
COVER / JACKET any size print run	\$125
PRINT RUN fewer than 10,000	\$20
PRINT RUN 10,000 TO 24,999	\$30
PRINT RUN 25,000 to 49,999	\$50
PRINT RUN 50,000 - 99,999	\$70
PRINT RUN 100,000 or greater	\$90

All PUBLICATION PERMISSIONS fees are waived for nonprofit organizations with a valid EIN tax ID.



# EXHIBITION & ADVERTISEMENT PERMISSIONS

EXHIBITION/DISPLAY / PRESENTATION	COMMERCIAL FEE
PERMANENT INSTALLATION: More than 5 years	\$75
TEMPORARY INSTALLATION: Less than 5 years	\$50
PUBLIC PRESENTATION: PowerPoint or slide show	\$15

ADVERTISEMENT print, broadcast, video, etc.	COMMERCIAL FEE
ONE LANGUAGE / ONE CONTINENT	\$250
ONE LANGUAGE / WORLDWIDE	\$300
ALL LANGUAGES / WORLDWIDE	\$400

EXHIBITION & ADVERTISEMENT PERMISSIONS fees are waived for nonprofit organizations with a valid EIN tax ID.



# RELEVANT LINKS & INFORMATION

## Oral Histories

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

## 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](mailto:specialcollections@mdhistory.org)

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



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



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## SUPPORT OUR WORK

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### **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](https://mdhistory.org/donate) to make a 100% tax-deductible contribution today.

