



NATIONAL LIBRARY OF MEDICINE
History of Medicine Division
8600 Rockville Pike
Bethesda, MD 20984

Reference Desk: 301-402-8878
Fax: 301-402-0872

Photographic Services Information and Instructions

The Library has arrangements in place with Light Incorporated, an approved photographer, who, at the discretion of the History of Medicine Preservation Librarian, performs onsite photography of material from National Library of Medicine (NLM) collections. With the assistance of History of Medicine Division (HMD) staff, patrons make billing and shipping arrangements directly with the photographer.

To have material shot from NLM's collections, please follow these steps:

- First, search the Images from the History of Medicine (IHM) database at: <http://www.nlm.nih.gov/hmd/ihm/index.html> to see if the image has already been scanned. If you find the image there and the resolution is sufficient for your use, you can download the image from the IHM as a JPEG by clicking on the EXPORT link on the top right side of the image. Sizes range from a small thumbnail (up to 96 pix) to a large image (up to 3072 pix). If the resolution from the IHM is not high enough, follow these instructions on How to Order Images Reproductions from the IHM: <http://www.nlm.nih.gov/hmd/collections/photos/index.html#A4>. This is the easiest way to get an image from NLM.
- If the image is not in the IHM, and you know the source of the image, it may need to be photographed and accurate information about the item is needed. Search NLM's online catalog, LocatorPlus at <http://locatorplus.gov> to locate the complete citation for the materials to be shot. Your citation should include the name or subject of the image, the exact page number where the image appears, the title of publication, and the NLM call number. Citations for journals must include the volume and issue number and the year of publication.
- Download and fill out the Photographic Services Request form http://www.nlm.nih.gov/hmd/help/reference/forms/photographic_request.pdf and either fax, or e-mail a copy to the attention of Ms. Crystal Smith, who will assist in processing all photography requests. The fax number is: 301-402-0872 and the email address is: crystals@mail.nih.gov. Please include the complete citation and a photocopy of the image(s). In addition, include the type of digital file and resolution number, print, slide, or negative desired; the total number of images to be shot; and special instructions, such as inclusion of captions, etc.
- You will be contacted by an HMD staff person with confirmation that the materials may be shot and with information on how to proceed. Please understand that some materials are too fragile to be reproduced.

- Contact Light Incorporated at 301-680-9700 to inform them you have been in contact with HMD and that the materials are on hold for photography. Fax or e-mail a copy of the Photographic Services Request form to Light Inc. and make payment and delivery arrangements directly with Light Inc. The fax number is 301-680-0575 and the e-mail address is support@lightinc.com.
- Please read the Library's copyright policies regarding the use of images from its collections <http://www.nlm.nih.gov/hmd/help/reference/copyright.html>

Please note:

If contact is not made with the photographer and full details of the order are not agreed upon, the photo shoot cannot take place and material will be re-shelved.

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