**Digital Files for Editorial, Commercial, and Other Uses**

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High-quality 300dpi TIFF files are available for use in books, journals, magazines/newspapers, documentaries, exhibitions, Internet, and all other uses.

Contact us at [permissions@nypl.org](mailto:permissions@nypl.org) or 212-930-0091 if you have any questions.

**Instructions**

* Complete and submit the **PERMISSIONS ORDER FORM** ([online](http://www.nypl.org/node/106604) or [pdf](https://www.nypl.org/sites/default/files/nyplpermissions101714.pdf)).
* Consult the fee schedules below.
* Special handling surcharges of $50.00 per image are affixed on top of fees posted below for any oversized item; any item from the Map Division and Spencer Collection; or any item deemed to require special camera set-ups.
* Prepayment is required. Credit card (VISA/MC and American Express), check drawn on a U.S. bank, or money order are accepted. Bank transfers are no longer accepted.
* Partial refunds (less admin. fee of $50 per image for previously digitized and $75 for new digital photography) are given for non-use of NYPL copyright-held items licensed. Rush fees and special handling fees are non-refundable.
* **No refunds are given for purchase of public domain or third party rights-controlled images.**

*Presently, the Library does NOT supply digital files from microfilm.*

**Table 1:**

**Fee Schedule for Public Domain and All Other Images NYPL Does Not Hold/Control Copyright**

Fee Schedule below lists fees per image to access 300 dpi TIFF files. The Library does not charge additional permission fees to use such material nor does it place restrictions on usage. The Library also does not provide "permission" or "licensing" agreements for these images.

|  |  |  |
| --- | --- | --- |
|  | **Existing File from Digital Collections** | **New Digital Photography** |
| Individuals | $50 | $50 |
| Nonprofits and Government Agenices | $100 | $100 |
| Commercial Newspapers and Magazines | $150 | $200 |
| All Other Commercial Organizations | $200 | $250 |
| Commercial Publishers - Cover use only | $300 | $350 |

For any questions about use, please [contact us](mailto:permissions@nypl.org) directly.

**Table 2:**

**Fee Schedule to License NYPL Copyright- Held Images\***

**Fees per image and include a 300 dpi TIFF. Licensing agreements will be issued.**  
Scroll down to bottom of page to access link to list of images/collections NYPL holds or controls copyright.

\*Fees do not apply for photos by Martha Swope or for use in advertising/promotion. Please email us at [permissions@nypl.org](mailto:permissions@nypl.org) for price quote.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Existing File from Digital Collections** | **New Digital Photography** |
| **Publications (excluding commercial newspapers/magazines)**  **(one-time use, interior, print & electronic editions)** |  |  |  |
| Nonprofit/government agencies/self-published print run up to 5,000 |  | $100 | $100 |
| Nonprofit/government agencies/self-published print run over 5,000  Commercial with print run up to 7,500 |  | $150 | $150 |
| Commercial with print run 7,500 to 15,000 |  | $200 | $250 |
| Commercial publisher print run over 15,000 |  | $400 | $450 |
| Publications (excluding commercial newspapers/magazines)  (one-time use, cover) |  |  |  |
| Nonprofit/government agencies/self-published |  | $200 | $200 |
| Commercial publisher - print run up to 15,000 |  | $500 | $500 |
| Commercial publisher - print run over 15,000 |  | $750 | $750 |
| **Exhibitions:** |  |  |  |
| Kiosk/video production |  | $150 | $200 |
| Exhibition up to 5 years |  | $250 | $300 |
| Exhibition 5 years + |  | $450 | $500 |
| **Documentaries/TV Programs:** |  |  |  |
| Non-broadcast/Non-theatrical |  | $100 | $100 |
| Film Festival |  | $200 | $200 |
| Public TV broadcast with all media excluding theatrical and printed materials |  | $300 | $300 |
| Public TV broadcast, theatrical with all media excluding printed materials |  | $400 | $400 |
| Commercial TV broadcast with all media excluding theatrical and printed materials |  | $400 | $400 |
| Commercial TV broadcast, theatrical with all media excluding printed materials |  | $600 | $600 |
| **Commercial Newspapers and Magazines:** |  |  |  |
| Less than half page |  | $250 | $250 |
| Greater than half page |  | $400 | $400 |
| Cover |  | $750 | $750 |

**Rush Service Surcharges on Top of Fees Above**

(Not all items are available for expedited or rush service)

**Existing Digital File**  
Regular delivery: within 2 business days.  
Rush (same day delivery if order placed before 4:00pm EST): +$25 per image

**New Digital File**   
Regular delivery: 4 weeks  
Expedited (delivery in 2 weeks): +$50 per image (for individuals only); +$100 per image (for all others)  
Rush\* (delivery within 5 business days): +$100 per image (for individuals only); +$150 per image (for all others)  
\*Not available for all items

**Delivery**  
Digital files are downloadable from NYPL's FTP/HTTP site. Customer will receive an email with username and password for download access.

**[List of NYPL Rights-Held or Rights-Controlled Photographers/Creators and Collections (subject to change)](https://docs.google.com/a/nypl.org/document/d/1fT2jtcBIFRH7C54lokzIGBZRDcvB4H-PxM42JNWNAjI/pub?embedded=true)**