

NATIONAL LIBRARY OF MEDICINE
History of Medicine Division
8600 Rockville Pike
Bethesda, MD 20894

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 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 <http://wwwihm.nlm.nih.gov> database to see if the image has already been scanned. If you find the image there, follow the IHM instructions to order the image. 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 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.

- 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 HMD. The fax number is: 301-402-0872 and the email address is: hmdref@nlm.nih.gov Please include the complete citation and a photocopy of the image(s).

- 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, our approved photographer at 301-680-9700 to discuss specifics of the order, including full citation of the item to be shot, type of digital file, print, slide, or negative desired; the total number of images to be shot; and special instructions, such as inclusion of captions, etc.
- Inform Light Incorporated. that you have been in contact with HMD and that the materials are on hold for photography.
- Fax or email a copy of the Photographic Services Request Form to Light Incorporated. The fax number is: 301-680-0575 and the email 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/copy.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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