

**OFFICE OF NIH HISTORY
NATIONAL INSTITUTES OF HEALTH
Image Collections Policy**

Statement of Purpose:

The Office of NIH History collects, organizes, preserves, and disseminates photographic images which relate primarily to the intramural history of the National Institutes of Health. The aim of the collecting images for inclusion in the archival collection is to broaden and deepen NIH's understanding of its history. Most of the items in the collection have been acquired from the various NIH Institutes, although donations from private individuals or groups are also accepted.

Policy for acquisition of images is set by the NIH Historian and the Archivist. Original images in the collection are not available for loan, but digital copies are available upon request.

Acquisitions:

The Collection includes photographs, negatives, slides, and digital images on portable media (CD/DVD, flash and external drives), cartoons, and sketches that relate to the history of the National Institutes of Health. The Office of NIH History retains a large collection of photographs donated by various Institutes and individuals. When the Office receives these materials it reserves the right to review the items and select for cataloging and inclusion in the collection those items deemed to have historical value. Items received which either duplicate existing materials or do not have significant historical value may be discarded by the Office.

Images donated to the Office of NIH History provide them as a permanent donation and the History Office reserves the right to review these items for their suitability for inclusion in the collection and retains the right to dispose of any materials not germane to the collection. The review of donated materials will be undertaken by the NIH Historian together with the Archivist. The donation will be acknowledged by a Deed of Gift.

Preservation and Cataloging of Photographic Materials:

The Archivist is responsible for placing all photographic items in appropriate archival containers and creating digital surrogates according to standards for archival preservation of images. A copy of the digital format standards used may be obtained upon request.