The Museums Council of Harvard University

The Harvard University museums are privately funded research and teaching facilities, with limited staff, whose primary function is to serve the University. The museums are anxious to make their collections more accessible to both the broader community of scholarship and the general public. Therefore we encourage the photographic reproduction of museum objects in scholarly and general publications, and will cooperate in such ventures to the greatest extent that our various situations will allow.

Descriptions of the collections of specimens, artifacts, art objects, and photographic images may be obtained from the Director of each museum. Museum staff photographers, who are highly qualified professionals, are available to photograph objects from the collections, subject to the Director's approval. In most cases, no published catalogs or inventories of existing photographic images are presently available. Manual searching in card catalogs is relied upon, supplemented by examination of the photographs.

This document is intended to serve as a contract, and thus includes provisions for as many situations as it was possible to foresee. However, we recognize that there are variations in each museum's and each client's situation; therefore exceptions to these terms may be allowed at the discretion of the Director of each museum. Please address all communications and payments directly to the individual museum concerned.

The Museums Council of Harvard University is comprised of the Directors of:

- The Arnold Arboretum
- The Botanical Museum
- The Busch-Reisinger Museum of Germanic Culture
- Carpenter Center for the Visual Arts
- The Collection of Historical Scientific Instruments
- The Dumbarton Oaks Research Library and Collection
- The William Hayes Fogg Art Museum
- The Geological Museum
- The Gray Herbarium
- The Harvard Forest
- The Mineralogical Museum
- The Museum of Comparative Zoology
- The Peabody Museum of Archaeology and Ethnology
- The Semitic Museum

Harvard University, Cambridge, MA 02138
Policies on Photographic Services

In order to assure satisfaction to those who use these services and to facilitate museum operations, the following policies have been established. Your careful consideration of these conditions will prevent delays and disappointments and help the museum to serve the public as efficiently as possible.

1. Most routine orders for photographs can be handled by mail or telephone, if the request is for a specific object fully identified and readily accessible. References to illustrations in printed works should be accompanied by a tracing or other copy of the reproduction. Museum personnel will search the files for all reasonable requests, but unduly long lists of requirements cannot be accepted. Selections made by the staff for mailed or telephoned requests are final. All completed orders are final.

2. In the case of large orders, especially requests for subjects by type, in which no specific object can be pinpointed and no catalog number given, it will probably be necessary for the requester, or his/her representative, to come to the museum to make the selections personally.

3. If a visit to Cambridge is impossible, arrangements can sometimes be made to have a graduate student in a department related to the subject in question carry out the necessary research. In certain instances, at the discretion of the museum, expert curatorial research may be required. The museums cannot provide these services free of charge, however; the rates charged for research are available from each museum upon request.

4. No photographs may be taken in any museum unless officially authorized and then only for stated personal, scholarly or reference purposes. All other photography must be the work of the museum's staff photographer.

5. The authorization of photography and/or the furnishing of a photograph by a museum does not confer or express the museum's permission to reproduce the photograph, or to permit the holder to allow others to do so.

6. Photographic prints, color transparencies or slides will not be sent out on approval, nor may any be returned for credit.

7. All black-and-white negatives remain the property of the museum and are not subject to loan or purchase.

8. All color transparencies are made available on a rental basis only. They remain the property of the museum and must be returned. Rental is for a period of six months from date of shipment. An additional fee is charged for each month beyond the six-month period covered by the basic rental fee. All rental fees are payable whether the transparency is reproduced or not.

9. Regular delivery times vary considerably with complexity of assignment, size of order, and existing work load. Although every effort will be made to complete incoming orders promptly, the museum's own photographic requirements may take precedence. Orders should be placed well in advance, as in general, work is completed on a first-in-first-out basis. Three to four weeks should be allowed for delivery once each requested item has been identified; special photography or large orders may take longer. Color orders cannot be completed under any circumstances in less than ten working days.

A limited number of orders can be given priority han-