

Image Rights and Reproduction FAQ

Getting Started

How can I find a specific image?

The Library offers several methods to conduct an image search:

- Search through the Library Catalog
- Search the <u>Library's Digital Collections</u>
- Browse Online Exhibitions

Can I download images from your website?

Yes. The web-optimized images on the Library's website may be downloaded or copied; however we request that you comply with our <u>Image Rights and Reproduction Policy</u>.

May I use a Linda Hall Library owned image on my personal blog or social networking page? Yes. We welcome the use of Library images with attribution. Please cite the source of the image as "Linda Hall Library of Science, Engineering & Technology." The Library's preferred credit line for all uses is: "Courtesy of the Linda Hall Library of Science, Engineering & Technology." We request that you comply with our Image Rights and Reproduction Policy.

What do I do if I need a high-resolution image for publication? You may place your request using the Library's online <u>Image Request form</u>. See the <u>Image Request form</u> for more details on reproduction fees.

Ordering

How soon can I get the image?

A standard image request will be filled within five business days after payment. Complex orders may take longer. We will discuss options with you, if this is the case.

Your service provides TIFFs. Can I obtain a different format? Contact the Library at images@lindahall.org. We will attempt to accommodate your special request.

What are the methods for delivery of images?

For standard orders, your image will be available to download online for 100 hours. For complex orders, a Library staff member will discuss delivery options with you.



Do you provide printed reproductions of items in your collection? No. The image quality provided is suitable for printing, but our services are for digital reproduction only.

What if I lost the image and need it again?

If this should happen, please contact the Library at images@lindahall.org

Payment

How do I pay?

Prior to delivery, you will be emailed an invoice from the Linda Hall Library. The Library accepts payment by credit card or check in U.S. dollars. The Library does not accept bank or wire transfers.