

Fort Collins Museum Local History Archive

200 Mathews St., Fort Collins, CO 80524

(970) 221-6688, <http://history.fcgov.com>

Guide to Ordering Photographs

Reproductions of historic images, unless restricted, that are part of the Fort Collins Museum Local History Archive's collection are available for purchase. Digital scans of images are not available at this time; a print must be ordered. To order, please follow the steps below:

1. Select photographs.

The easiest way to search for photos is to visit the Fort Collins Museum Local History website at <http://history.fcgov.com>. Click on Search—Historic Photographs to conduct a keyword search. You may also visit the Archive in person and peruse files of photographic prints organized by subject and/or last name.

2. Determine your use category.

Photographic reproductions can be used in a variety of ways, divided into either non-commercial or commercial use:

- Non-commercial use:
 - Use for personal research and enjoyment
 - Use by teachers and students for class instruction and assignments
 - Use by Colorado local news media in newspaper articles, newscasts, etc.
 - Non-commercial use in publications issued by non-profit societies

Use fees do not apply to such non-commercial use; reproduction fees, however, still apply.

- Commercial use:
 - Use in profit-making ventures by individuals or businesses, including, but not limited to:
 - Books and book jackets
 - Magazines and magazine covers
 - Advertisements
 - Website display
 - Merchandise like postcards, t-shirts, etc.
 - Decorative display in a business or workplace

Both use fees and reproduction fees apply to commercial use of images from the Archive.

3. Fill out the Reproduction Order Form.

Print out the Reproduction Order Form on the Archive website, or pick up a form from the Local History Archive.

By referring to the Photograph Reproduction Prices and Use Fees page, you may determine the cost of your order. Tax is included in the pricing.

Include the following details on the Order Form:

- Image #: the unique identification number for each image found at the upper left corner of an online image record or on the back of a photograph. This number often begins with "H0..."
- Title or Description of Image: a brief caption or descriptive line about the image
- Size: select among photographic sizes of 5x7, 8x10, 11x14, and 16x20
- B/W or Color:
 - B/W: "black & white"; the vast majority of the images in the Archive collection
 - Color: can only be developed from a color original, fairly uncommon in the Archive
- Quantity: enter how many prints/ digital files of the image you would like to order

A note on map copies:

- Many maps in the Archive's collections may be reproduced, but some have copyright and use restrictions, or are too fragile to be copied.
- We cannot accommodate special sizing requests on map copy orders.
- Color copies of maps are not available.
- Some maps are available for reproduction as a large-scale photograph (16 x 20, for example) if they are already scanned. See staff for details.

A note on panoramas:

- Panoramas vary in size, and most of the panoramas in the collection measure between 20-30 inches wide and 6-10 inches tall.
- We cannot accommodate special sizing requests on panorama reproduction orders.

4. Deliver Order Form and payment to the Local History Archive

Once you have read and agreed to the Terms and Conditions page and completed the Order Form, deliver it by hand or by mail with payment to:

Fort Collins Museum Local History Archive
 Attn: Photo Order
 200 Mathews Street
 Fort Collins, CO 80524

- Payment is due at the time of the order. Please make checks payable to the Fort Collins Museum.
- Signed Order Forms sent in by fax are accepted if you also include your credit card information. Cardholder name, credit card number, and v-code (three-digit code on the reverse of card) are all required to process a faxed order. Fax to (970) 416-2236. You may also fax your order form, then call the Archive at (970) 221-6688 to give credit card information to a staff member.
- Telephone and/or email orders are not accepted since we need a signature for each order.

Processing and Delivery Times

Processing is typically 10-14 business days. Allow extra time if the photograph is to be mailed.

If you require a rush order, prices are as follows, in addition to reproduction costs:

- 1 Day Rush: \$20.00 for 5x7, price for larger sizes quoted after obtaining the vendor's price.
- 3-4 Day Rush: 50% of order total.