

GUIDE TO ORDERING DIGITAL SCANS

Digital reproductions of historic images, unless restricted, that are part of the Archive's collection are available for purchase. Please note that the Archive no longer sells print reproductions of photographs or maps. After purchasing a digital scan, patrons may have it printed at their chosen vendor to their sizing and finishing needs.

1. Select images.

Search for photos by visiting the Fort Collins History Connection website at history.fcgov.com. 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.

Use of scans can be divided into either non-commercial or commercial use:

Non-commercial use examples:

- Use for personal research and enjoyment
- Use by teachers and students for class
- Use by Colorado local news media in newspaper and magazine articles
- 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 examples:

- Books and book jackets
- Advertisements
- Website display
- Merchandise like postcards, t-shirts, etc.
- Television commercials

Both use fees and reproduction fees apply to commercial use.

3. Fill out the Reproduction Order Form.

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

Include the following details on the Order Form:

Image #: the unique identification number for each image; this number often begins with "H0..."

Title or Description of Image: a brief caption or descriptive line about the image.

Price: Refer to the Photograph Reproduction Prices and Use Fees Page for pricing. Be sure to account for CD and shipping costs if applicable.

4. Deliver Order Form and payment to the Archive

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

The Archive at Fort Collins Museum of Discovery
Attn: Digital Image Order
408 Mason Court
Fort Collins, CO 80524

Payment is due at the time of the order. Make checks payable to Fort Collins Museum of Discovery.

Order Forms sent in by email or fax are accepted if you also include your credit card information.

Please call the Archive at (970) 221-6688 to provide your credit card information. We do not accept American Express.

Delivery Times

Delivery is typically 1-2 business days via email; if the image requires new scanning, delivery time is typically 3-4 business days. Allow extra time if images are to be mailed on CD.

Archive staff cannot provide on-site "while you wait" scanning service. Thank you for your understanding.

