

# Guide to Imaging Orders at Avery

Avery's renowned collections are used by students and scholars around the world. We offer several options for you to create or receive digital files representing our materials for research, teaching, publication, and exhibition. Please initiate your request with the department where the material is held:

- a. [Avery Classics](#) for architectural rare books, treatises, dissertations and trade catalogs
- b. [Drawings & Archives](#) for drawings and archival collections
- c. [Art Properties](#) for art objects owned by Columbia University

## Image use policy

- Avery's policy is to provide the digital image files (usually as TIFFs) representing our collection materials for publication, exhibition, or online use (including blog posts). Reference images taken by you in our reading room are for your research and study use only.
- Examples where Avery must provide images:
  - a. Publication (book, journal article, exhibition catalog, in print or digital formats)
  - b. Exhibition (reproduction to be displayed in a gallery, building lobby, etc.)
  - c. Press (newspaper, magazine article)
  - d. Online use (blog post, community forum)
- Examples where personal reference images are fine to use:
  - a. Academic work (study purposes, coursework, teaching, conference presentations)
  - b. Research for restoration purposes (by home/building owner, architecture/engineering firms)
  - c. Internal reports not intended for publication (e.g. architecture/engineering firms)
- Curatorial approval is required for images used for exhibitions, model-building, publications in which the majority of images are sourced from Avery collections, or at the discretion of Avery Library staff.
- **All images representing material in Avery's collections must be appropriately cited and credited** (see examples on how to cite our collections for [Drawings & Archives](#) and [Classics](#)).

## Material research and selection

- We strongly encourage onsite research in our collections, either by the researcher or by someone on their behalf. Due to limited resources, staff cannot conduct research on behalf of remote researchers.
- **Users must plan enough time to conduct research to identify materials prior to placing an imaging order.** Depending on the project, this process can take a few days to a few months.
- To request an image, please provide the following information about the material to the relevant holding department:

### Drawings & Archives:

- (1) a reference image of the item in question
- (2) collection name
- (3) box and folder numbers
- (4) item accession number (if available)
- (5) item title or brief description
- (6) intended use of the image

### Classics:

- (1) call number
- (2) author
- (3) title
- (4) page or plate number(s), or reference image of plate(s) requested
- (5) intended use of the image

## Turnaround time

- Creation of new photography is typically **four to six weeks** from the time your order is confirmed by our imaging team and payment has been received.
- Time required for research and identification of material within our collections is not included in this turnaround time.
- The imaging team will confirm your order's timeline for delivery before taking payment.
- Due to our ongoing imaging queue and out of fairness to all patrons, we are unable to accommodate rush requests.

## Pricing and payment

- Imaging costs begin at \$50 per image and increase if the drawing is oversized (typically this threshold is 35 x 42 inches), or in the case of large required output sizes.
- Usage fees may be incurred for exhibitions, print runs of a large scale or commercial nature, and book covers.
- Our imaging team will provide you with a final price quote before finalizing your order.
- Payment by credit card is preferred. We accept Mastercard or Visa and take credit card details over the phone (please call +1 212-851-0145). We also accept checks drawn from U.S. accounts.
- Your imaging request is considered confirmed once payment is received. This means the order is scheduled for photography and no further modifications can be made to the request.

## File delivery

- Once material has been photographed, the images are then checked for quality before they are delivered to the patron.
- The image file(s) we deliver will be printable at approximately 9 x 12 inches at a resolution of 300 DPI unless otherwise specified by Avery or requested by the patron. Requests for special sizing and special usage must be received before payment is received and the order is photographed.
- Images will be delivered via email using a WeTransfer download link.
- Please be advised that the download link expires seven days after delivery.

## Permissions, copyright and credit lines

It is the responsibility of the user to secure permission from the appropriate copyright holder. In most cases, Avery Library owns only the physical object and does not assume responsibility for intellectual property, copyright, or other legal issues involved in the publication and reproduction of items from its collections. Click [here](#) for information on rights and reproductions.

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## Imaging size and price guide

### Drawings, plates, and paintings

*Prices increase if objects are of larger size and/or if a larger size/resolution is required.*

Object Size (max.)	Required Captures	Image Output Size	Imaging Cost
35 x 42 inches	1 capture	300 PPI / 9 x 12 inches	\$50.00
35 x 50 inches	2 captures + 1 stitch	300 PPI / 9 x 12 inches	\$140.00
35 x 70 inches	3 captures + 2 stitches	300 PPI / 9 x 12 inches	\$230.00
35 x 90 inches	4 captures + 3 stitches	300 PPI / 9 x 12 inches	\$320.00
35 x 110 inches	5 captures + 4 stitches	300 PPI / 9 x 12 inches	\$410.00

### Photographic prints

*Prices increase if a larger size/resolution is required.*

Object size (max.)	Required Captures	Image Output Size	Imaging Cost
20 x 27 inches	1 capture	300 PPI / 9 x 12 inches	\$25.00

Certain formats (e.g. three-dimensional material, plates with foldouts) and use types (e.g. exhibitions, book cover photos) may require a custom quote and/or involve additional fees.