

# DIGITAL SCANNING ORDERING INSTRUCTIONS

## Railroad Museum of Pennsylvania

- COLUMN A:** Indicate the negative or photo collection from which the image is selected.  
**COLUMN B:** List the negative number or the box/folder number of the image you wish to have scanned. (The Archives staff can supply this information if you do not have it.)  
**COLUMN C:** Describe the railroad name, engine/car number or location of the image.  
**COLUMN D:** Indicate the number of images you wish to order.  
**COLUMN E:** Enter the amount due for each print. All amounts must be in U.S. Funds only.  
**COLUMN F:** Enter total amount for each scanning image(s).

**PLEASE SUPPLY US WITH THE FOLLOWING INFORMATION:**

- File format?      Tif or jpeg
- Size?                Mb, dpi (dots per inch), %, or inches

<b>PRICE SCHEDULE:</b> Digital Scan (10-12 MB).....\$10.00 per image Thumbnail Preview.....\$2.00 per image Burn Image to CD.....\$2.00 per order Postage and Handling.....\$4.50 per order Overseas Postage.....\$5.00
<i>Make check or money order payable to: FRIENDS OF THE RAILROAD MUSEUM. No cash, please. Please indicate any special scanning instructions with this form. Prices subject to change without notice.</i>

**PRODUCTION TIME:** 2-3 weeks (in most cases). Larger quantities will require a longer turn-around time. **NO EMAIL OR PHONE ORDERS PLEASE.**

**MUSEUM ADMINISTRATIVE FEE OF \$5.00** covers staff time to process.

**DISCOUNT:** Friends of the Railroad Museum members will receive a 10% discount on photographic orders (including scanning work). Please mark appropriate box and deduct the 10% from your subtotal.

**NEGATIVE CATALOGUES AVAILABLE:** Contact The Whistle Stop Shop at (717) 687-8628 x3005.

**Questions:** email [c-nizmijew@state.pa.us](mailto:c-nizmijew@state.pa.us) or call (717) 687-8628 x3010

**PUBLICATION:** Patrons wishing to use scanned photographic images from the collection must first seek permission in writing from the Museum Director prior to publication. A user fee is charged per image for one-time use and is established on a case by case basis. The applicant assumes full responsibility for any infringement of copyright, or publication rights belonging to the photographer, his successors, heirs or assigns. When writing, please request a "Permission to Reproduce Pictorial or Documentary Images" form: Director, Railroad Museum of PA, P.O. Box 15, Strasburg, PA 17579.

The following credit line must accompany each image: **RAILROAD MUSEUM OF PENNSYLVANIA (PHMC)** with reference to the photographer and the collection (Baldwin photos must also include as part of the credit line: **H.L. Broadbelt Collection**). Credits should accompany each image and not be a general overall acknowledgement.

**ORDERING ADDRESS:**      **FRIENDS OF THE RAILROAD MUSEUM**  
   **P.O. BOX 125**  
   **STRASBURG, PA 17579**  
   **ATTN: MUSEUM ARCHIVIST**

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