



**NATIONAL LIBRARY OF MEDICINE**  
History of Medicine Division  
8600 Rockville Pike  
Bethesda, MD 20894

Reference Desk: 301-402-8878  
Fax: 301-402-0872

### **Photographic Services Information and Instructions**

The Library has arrangements in place with an approved photographer, who, at the discretion of the History of Medicine Conservation Librarian, performs onsite photography of material from historical collections. The photographer visits History of Medicine at least once a month. Patrons make billing and shipping arrangements directly with the photographer.

To have material shot from historical collections, please follow the following steps:

- Request material from stacks and identify image(s) to be shot.
- If the material is in good condition and can be photographed, complete in detail the Photographic Services Request Form.
- Contact Light Incorporated at 301-680-9700 to discuss specifics of the order, including citation of the item to be shot, type of print, slide or negative desired, the total number of images to be shot, and special instructions, such as inclusion of captions, etc.
- Mail or fax a copy of the Photographic Services Request Form to Light Incorporated, if photographer requests it.
- Give photographer your name, address, and phone number, and makes arrangements for payment and delivery.

*Please note:*

If contact is not made with the photographer and full details of order are not agreed upon, the photo shoot cannot take place and material will be re-shelved.