

PHOTOGRAPHIC ORDERING INSTRUCTIONS
Railroad Museum of Pennsylvania

COLUMN A: The Museum has several separate collections of negatives; the negatives which should be indicated in Column A as follows: Baldwin Locomotive Negative Collection (**BLW**), Benjamin F.G. Kline, Jr. Negative Collection (**BK**), and the general Pennsylvania Historical and Museum Commission Negative Collection (**PHMC**) and others. See website for full finding aid.

COLUMN B: List the negative number of the photo you wish to order as it appears in the catalog you are using.

COLUMN C: List the railroad name and brief description provided in the catalog; include the locomotive railroad roster number, if listed.

COLUMN D: This column is for the size print available as listed in the negative catalogs.
All photos will approximate 8 x 10 unless otherwise specified.

Note: Some negatives may be flawed; we will provide the best print possible.

COLUMN E: Enter the quantity of each image you are ordering.

COLUMN F: Enter the amount due for each print. All amounts must be in U.S. Funds only.
Note: Prices subject to change without notice.

COLUMN G: Enter total amount for print(s).

<p>PRICE SCHEDULE: Print from a negative/photo..... \$20.00 Postage and Handling per order..... \$ 5.95 Overseas Postage*..... \$ 6.95 (*Note: Overseas postage rates may vary depending on weight) <i>Make check or money order payable to: FRIENDS OF THE RAILROAD MUSEUM</i></p>
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DIGITAL SCANNING AVAILABLE: Order form available upon request from Archivist at c-nizmijew@state.pa.us

DELIVERY TIME: Allow 3-4 weeks for delivery. **NO PHONE ORDERS, PLEASE.**

DISCOUNT: Friends of the Railroad Museum members will receive a 10% discount on photographic orders. Please mark appropriate box on order form and deduct the 10% from your subtotal.

PUBLICATION: Patrons wishing to use photographs 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 125, Strasburg, PA 17579.

The preferred credit line is: **RAILROAD MUSEUM OF PENNSYLVANIA (PHMC)** with reference to the collection and photographer, where appropriate (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 – MUSEUM ARCHIVIST**
P.O. BOX 125
STRASBURG, PA 17579

CATALOGS AVAILABLE: The following negative catalogs are available for sale through our *Whistle Stop Shop* Museum Store: Baldwin Locomotive Works Negative Collection, Reading Company and Central Railroad of New Jersey Negatives, Pennsylvania Railroad/Pennsylvania-Reading Seashore Lines Negatives and Benjamin F.G. Kline, Jr. Negatives. Please contact the *Whistle Stop Shop, P.O. Box 125, Strasburg, PA 17579, (717) 687-8628 x3005, store@rrmuseumpa.org* for ordering information or visit www.rrmuseumpa.org.

