

Harcourt, Brace & World, Inc.



757 THIRD AVENUE, NEW YORK, NEW YORK 10017 TELEPHONE: 572-5000 CABLE: HARBRACE

February 5, 1970

Miss Laura Gilpin
Box 1173
Santa Fe, New Mexico

Dear Miss Gilpin:

As a major publisher of school and college textbooks, with a growing need for photographic illustration of the highest quality, we would like to acquire a more precise knowledge of the picture subjects which might be available to us from your stock files.

If you have already prepared an outline of the subjects you have photographed, we would be pleased to have a copy. Otherwise, we would greatly appreciate your giving us as much information as possible for inclusion in our central source file. A questionnaire is enclosed for this purpose, but we would welcome a response in any form convenient to you.

The great volume and variety of our picture needs require a systematic approach to sources. We hope you will concur in our belief that the effort you expend in providing us with a summary of your work will eventually (and we hope soon) be mutually profitable.

Thank you for your help.

Sincerely,

David Follansbee
Chief of Picture Research

DF:mm
enclosures

PICTURE SOURCE QUESTIONNAIRE

HARCOURT, BRACE & WORLD, INC.
757 Third Avenue
New York, New York 10017

Name of Picture Source

Telephone: Area code--number

Address

Number of Pictures in your files

Less than 5,000
5,000 to 10,000
Over 10,000

Are you prepared to submit pictures on approval on a regular basis?

If much over 10,000, approximately how many?

Conditions of use by Harcourt, Brace & World.

Nature of material as percent of total

Reproduction fee, black and white color

\$
\$

Photos {black and white
color

Do fees vary with any condition of use?

Conditions of consignment to Harcourt, Brace & World.

All material must be returned

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Black and white prints may be kept

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Print fee

\$

Are fees negotiable if a number of pictures are used?

Please state any limitation on length of consignment, any service or holding fees, or other conditions.

Other conditions of use.

Picture subjects

Please use the attached sheet for extended analysis of picture subjects.

PICTURE SUBJECTS