

LYMAN MUSEUM

ARCHIVES SERVICES AND FEES

Regular services: Archivist will conduct a reference interview and, if applicable, provide researcher with relevant finding aids and/or database search results. It is up to the researcher to review the material and make selections. Restrictions may apply on what can be retrieved.

Research in the archives: By appointment only and based on staff availability. Priority given to those who have the most critical need specific to unique materials in our collections. Please plan ahead, walk-in requests are not accepted. [Please note that no new materials will be retrieved during an appointment beyond the original request.]

Research fees: Regular Museum admission fee must be paid at the front desk, but no additional fee is charged for access to the archives. Fees are charged for copying and extra research. For research beyond reference interview and preliminary search, a \$50 per hour charge will apply (with one hour minimum).

COPYING AND REPRODUCTION [Note: all fees must be paid in advance before any work is undertaken]

PHOTO REPRODUCTION	jpg (hi-rez) via email	jpg (hi-rez) on CD	tiff (600+)
<i>[Note: Because the bulk of the archives image collection is composed of B/W photographs and negatives, the prices below are for B/W reproductions. In the case of a color reproduction, an extra charge will be added. Excluded from this fee schedule are images of objects in the Museum's collections.]</i>			
<u>Nonprofit, scholars and students (for research only)</u>			
Scan on file	\$10	\$25 (\$7 ea add'l)	\$35 (\$10 ea add'l)
New Scan/Special Request	\$14	\$30 (\$10 ea add'l)	\$40 (\$15 ea add'l)
<u>Individual & Commercial Use</u>			
Scan on file	\$14	\$30 (\$10 ea add'l)	\$40 (\$15 ea add'l)
New Scan/Special Request	\$18	\$35 (\$14 ea add'l)	\$45 (\$20 ea add'l)

MOVING IMAGES: 1 reel on disk is \$30

PHOTOCOPIES: photocopying of non-sensitive library or archival printed material for research purposes is \$0.50 per page, per side, letter size; \$0.60 legal size. In excess of 50 pages, a charge of \$20 per hour of staff time will be applied (with one hour minimum) in addition to per page charges.

CAMERA/SCANNER USE IN ARCHIVES: cameras or scanner may be used to photograph non-sensitive library or archival printed material for research purposes only at a flat rate of \$10 per visit (Not allowed with photograph images from the collection).

USE FEES (PERMISSION REQUIRED)

For commercial use of archival materials, including use in publications, film, public displays, etc., please submit letter on official letterhead requesting the use of materials with specific details of the project and the materials requested, along with a completed "Usage Rights Agreement." A \$25 application fee will be applied for each "Usage Rights Agreement" processed. Contact archivist for Use Fee Schedule.

OBJECT VIEWING

Requests to view objects in the Museum's collections are by appointment only and based on staff availability. Fees charged include rental of room and staff time.

POSTAGE AND HANDLING

U.S. Domestic mail is shipped via USPS Priority Mail. Flat rate Priority Mail envelopes and boxes will be used whenever possible. If materials are too large for the flat rate box, additional rates will be assessed in accordance with USPS. Handling fees apply at \$5 per order up to \$100, and an additional \$5 per \$100 thereafter. International: the customer is responsible for all duties and taxes.

MEMBERSHIP ACCESS AND DISCOUNT

Membership covers access to archives. A 10% discount on archives services (excluding postage and handling) is offered to members and staff of the Lyman Museum.

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