

LYMAN MUSEUM

276 Haili St, Hilo HI 96720-2927 (808) 935-5021 archives@lymanmuseum.org

ARCHIVES SERVICES AND FEES

Requests: Plan ahead. Submit your research request at least two weeks advance and wait for a reply. Be specific and include any relevant names and subjects.

Services: The Archivist reviews each request and replies with relevant sources based on a search of our holdings. It is up to the researcher to review the material and make selections prior to their visit. Restrictions may apply on what can be retrieved based on staff time and item condition.

Availability: Research is by appointment only and based on staff availability. Please plan ahead. Groups (four or more) will need to register and require an additional room fee.

Fees: Regular Museum admission must be paid upon entry, 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 searches, a \$50 per hour charge will apply (with one hour minimum). Researcher will be advised prior.

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

PHOTO AND DOCUMENT SCANS

For-profit use or individual

| | |
|--------------------------|-----------------------------|
| New Scan/Special Request | \$20 (\$10 each additional) |
| Scan on file | \$15 (\$7 each additional) |

Non-profit, scholars and students (for research use only)

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| New Scan/Special Request | \$15 (\$7 each additional) |
| Scan on file | \$10 (\$5 each additional) |

Please indicate jpg or tiff (hi-rez) or PDF? Would you prefer items sent via email or Dropbox? Because the bulk of the image collection is composed of B/W photographs and negatives, the prices are for B/W reproductions. In the case of a color reproduction or museum objects, an extra charge may be added.

PHOTOCOPIES

| | |
|---------------------------------|--|
| Non-sensitive printed materials | \$0.50 per page, per side, letter size |
| | \$0.60 per page, per side, 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.

MOVING IMAGES

1 reel on disk is \$30

CAMERA/SCANNER USE IN ARCHIVES

Personal cameras or scanner may be used to photograph non-sensitive printed materials for research purposes only at a flat rate of \$10 per visit. Not allowed with photograph images.

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" form processed. Contact archivist for Use Fee List.

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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