



Research Library Price List

Research Library Use Fee:

Non-members: \$30 for 3hrs, \$15 per additional hour

Members: Free

- Museum level members receive a pass for 5 free visits to the research library
- Member price after 5 visits: \$15/day
- Sustainability level members receive unlimited free admission

Use Fee Includes:

-Entrance to and use of the research library, which includes open stack reference materials, for 2hrs. Additional \$15 per hour after 3hrs.

-Use of research library computers to search databases and digital materials

-Retrieval and re-shelving of archival materials by staff

* Individuals working for an approved non-profit organization or educational institution receive a 10% discount on research fees.

*Member rates do not apply for members doing research for an organization/business or another individual. Memberships and benefits are nontransferable and only apply to the individual(s) listed on the membership.

Staff Rate for Research Requests/Projects and Assistance:

\$15 for first ½ hour.

\$25 per hour after the first ½ hour. (Measured in ½ hour increments)

Questions answered by phone or email with less than 15 min. of staff research/work are free.

-Research projects and requests are conducted subject to staff and material availability. Depending on availability, the type of materials/research, and the type/size of the research project, it may take some time to complete.

-Rush projects/requests may be subject to an additional charge.

Scan and Copy Prices:

Photo Scans: \$15 per scan

-These are high resolution, watermarked scans. 1200 dpi, JPG.

Photo Scans to be used for profit and/or publication: \$25 per image

-In addition to the scan fee, a photo use form must be filled out and signed

-These are non-watermarked scans. Please provide any resolution requirements.

-For remote research requests, a watermarked, low resolution image can be sent by email to confirm if it is a photo that you wish to purchase a scan of.

Document scans: \$1 per scan

-PDF or JPG files of documents and archival materials other than images (photographs, Postcards, etc.) Scans are watermarked.

Document scans to be used for profit and/or publication: same as for photos, described above.

Photocopies:

8.5" x 11": \$1.00

11" x 17": \$1.50

For remote research requests, we will send scans and digital items electronically when able. Any research requests or materials being mailed are subject to additional postage, shipping, and handling charges determined by MCHS at the time of shipment and must be paid in full prior to materials being shipped.