



## SCHEDULE OF FEES & CHARGES

Staff Assisted Research (Research in Person)	\$15.00 / hour (min. 1 hour)
Commissioned Research (External Research)	\$35.00 / hour (min. 1 hour)
Photocopies	\$.50 / copy
Photographs (printed reproductions) 4" x 6"	\$5.00 each
Photographs (printed reproductions) 8" x 10"	\$10.00 each
Laminating	\$5.00 per image
Digital Images (by email / Dropbox)	\$5.00 per image
Use of images for publication / projects	\$25.00
Shipping and Handling ( 9" x 12" envelope)	\$5.00

Researchers are reminded that they are working with historical records, which are unique and often very fragile. These rules outline your responsibilities as a researcher, to help us preserve the holdings of the Agassiz-Harrison Museum. Please note that these rules apply to all researchers and staff of the Agassiz-Harrison Museum.

- All researchers must fill out a [Research Request Form](#) before accessing archival materials.
- Eating and drinking are prohibited near archival holdings. This includes chewing gum and candy.
- Archival records must be used in the building under the supervision of a designated representative of the Museum. We reserve the right to inspect folders upon your departure.
- Cotton or nitrile gloves are required when handling records. If gloves prove too cumbersome, thoroughly washing and drying hands immediately before use is an acceptable alternative.
- Researchers should examine records one box at a time, one folder at a time, maintaining the order in which they were received. It is imperative that you maintain the order of the archival records you are using. Do not change the order of the files within a container, or items within a file.
- Only pencils may be used when working with archival materials. Researchers may take photographs (without a flash) or make audio recordings for note taking purposes only with staff permission.
- Do not write on archival records. Avoid placing your note-taking pad on top of records or leaning directly on archival records. Tracing maps or other records, or the use of "post-it" or other self-sticking notes, staples or paper clips on archival records is not permitted. Staff will provide place marking flags upon request.
- Established fees will be charged for the provision of copied materials. Please consult with a representative for rates.
- Researchers are permitted to quote the text of records for private research and study, within the fair use provisions of the Copyright Act. Researchers are expected to acknowledge the source of the documents