

# Richardson Library Fee Schedule

Colorado Railroad Museum ♦ 17155 W 44<sup>th</sup> Ave. ♦ Golden, CO 80403 ♦ 303-279-4591

The Museum makes available copies of its photographic and archival collection according to the following fee schedule. Full payment or payment information (credit card number), a signed copy of our Library Use Agreement, and a signed copy of our publication contract (if applicable) must be received before work will be reproduced.

All copies made will be subject to the rules and regulations set forth in the Library Use Agreement, Copying Policy, and Camera Use Guidelines & Agreement.

Reproductions of formats and sizes not discussed below will be quoted on a case-by-case basis; please contact the Library staff to discuss duplication options, pricing, etc.

*Processing time for most orders is about two weeks.*

Please note that policies and fees are subject to change without notice, although we will do our best to maintain current information on our website:

<http://ColoradoRailroadMuseum.org/library/access/>

*\*\*Duplicates received from the Museum do NOT carry reproduction, duplication, or publication rights. \*\**

## Photo Prints

All prints are on glossy medium weight RC (resin coated) paper unless otherwise requested. All photos will be full frame with white borders. For other types of paper, sepia prints, etc., ask staff for a quote. Most work is sent to a photo lab for processing. Digital reproductions are also available; please contact Museum staff for a quote. Please note that prints from a negative are subject to an additional \$5 scanning charge.

4 by 5 --- \$12.00	8 by 10 --- \$20.00
5 by 7 --- \$15.00	11 by 14 --- \$30.00

## Digital Images

Some digital imaging can be done in-house. Prices start at \$5 for a low-res scan of a standard photo print, up to 8.5 x 11", sent via email. Additional charges for physical media (CDs) and postage apply if emailing is not feasible. Large items or non-print formats (negatives, slides) must be sent out to one of our contracting companies. Rates for items sent out begin at \$8.50 per item, plus postage. The items are scanned to a TIF file and sent on CD; other formats are available by request.

## Maps and Drawings

Maps and drawings that are smaller than 11 x 17" can be photocopied in-house. Larger items are sent out for reproduction. Staff can provide you with a quote for these larger items.

## Photocopying

The following three sizes are available at the museum. The following fees are for copying at the Museum library.

8 ½ by 11 --- 20 cents each	8 ½ by 11 color --- 40 cents each
8 ½ by 14 --- 30 cents each	8 ½ by 14 color --- 60 cents each
11 by 17 --- 75 cents each	

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## Shipping and Handling

Postage or UPS rates and a small fee for packaging will be calculated and added to the duplication cost. Minimum charge is \$5.00. We offer a variety of shipping options; please contact us with requests. If no particular shipping type is requested, we will use the cheapest available option.

## Research Services

The first 30 minutes of staff research time are free. Additional research time is available at \$40.00 per hour.

## “Other Than Personal” Use

All individuals who plan to use materials for “other than personal” use must receive permission in writing from the Colorado Railroad Museum. To do so, please contact the Librarian ([kathy@crrm.org](mailto:kathy@crrm.org)). You will be asked to complete a Publication Contract that specifies use fees, citation style, etc. “Other Than Personal” use is defined as any use that involves the publication, exhibition, webpage use, and any other public use of the item in question.

Reproduction and redistribution is categorically prohibited: please refer all individuals requesting a copy to the Richardson Library or, in the case of licensed materials, directly to the copyright holder.

The Richardson Library does not own the copyright to all materials in its holdings, so some materials are restricted from republication. Library staff will advise you during the course of your research if images or other documents you are considering are not eligible for “other than personal” use.

Licensing fees for other than personal use are \$30.00/graphic image (photo, map, etc.) If more than 15 images are to be used, please inquire about a discount.

## A Note Regarding Copyright

The Colorado Railroad Museum affirms its intent to abide by the copyright laws of the United States in all its acquisition, distribution, and duplication activities. The Museum reserves the right to refuse a copying order or to deny publication permissions if, in its judgment, fulfillment of the order would involve violation of copyright law.

*With any further questions or requests, please contact Kathy McCardwell, Archivist and Librarian, at:*

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