



Library Fee Schedule

Research Request Fees

Research questions where staff must go beyond the book stacks (such as historic photos, maps, drawings, and archival materials) require a fee. Requests needing under 30 minutes of staff time are complimentary. The first hour of research assistance for museum members is free followed by a charge of \$20/hour. The fee for non-members is \$30/hour. Staff has discretion over student rates. Payment for one hour's worth of research is required at the time of the request.

Photocopying

8 1/2" x 11" B&W – 20 cents each	8 1/2" x 11" color – 50 cents each
8 1/2" x 14" B&W – 30 cents each	8 1/2" x 14" color – 75 cents each
11" x 17" B&W – 75 cents each	11" x 17" color – \$2.00 each

Publication fees – Non Profit

1 to 15 images	\$30.00 per image
16 or more images	\$25.00 per image

Publication fees – Commercial

1 to 15 images	\$100.00 per image
16 or more images	\$75.00 per image

Personal Copies not for Publication

\$5.00 per 300 dpi in-house scan, emailed to patron
\$5.00 for flash drive on which scans are copied

Off-Site Printing and Scanning (for items larger than 11" x 17")

Printing: Varies
Digital Scan: \$20.00 per scan plus \$5.00 per flash drive on which scans are copied

*Additional charges not included in the above prices, such as postage, will depend upon weight, packing materials, and distance of shipment.

Payment

The Library accepts cash or checks. Credit card payments must be processed by the Collections Manager at 720-274-5159.