



## **Library and Archives Use Policies and Fees**

(Pricing subject to change-Last Updated March 2021)

The Orleans Historical Society library and archives are available for research by appointment or request only.

Please note that walk-in requests cannot be accommodated as our office hours vary seasonally.

To schedule an appointment or make a research request please contact Mahala Nyberg at [collections@oldstonehousemuseum.org](mailto:collections@oldstonehousemuseum.org) or call (802) 754-2022.

Please be aware that some records may not be immediately available for your use. Access to records may be restricted for the following reasons:

- Restrictions placed on a collection by the donor.
- The records are too fragile or damaged to be handled or copied.
- The collection has not been processed by staff.

Prior to conducting in person research please read our library and

### **Archives Use and Fees**

*Additional contribution may be requested dependent for extensive research projects (ie: 5 or more days of research)*

#### **Library Use\***

**\*Visit our reference library to conduct your own independent research. Contact us to schedule an appointment**

Orleans County Historical Society Members

- Free
- Students conducting research for school projects (Student ID required)
  - Free

- Non-members
  - Day-use Fee: \$5.00

### **Research Requests\***

**\*This is research conducted by museum staff or volunteers on your behalf in our archive.**

**Research consultations can take place by phone, email or in person.**

- \$15.00: general research requests, including genealogical requests
- Fees do not apply for information or images that are readily available or related to a previous donation by the inquirer

Requests for information will be responded to as quickly as staff time permits and may vary according to the time of year, staff or volunteer availability and the scale of the request.

### **Obtaining Copies of Archival Material:**

You may obtain copies of most archival material in our collections. The Orleans County Historical Society's archives can provide copies of material in our holdings for research and private study when no restrictions apply.

All copying or use of the material (for example publication) is subject to the restrictions imposed by the *U.S. Copyright Laws*.

Researchers may use their phone or personal camera to photograph materials at the discretion of staff and archives volunteers if permitted under the reproduction and copyright restriction for a given collection.

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### **Photocopies from original documents and photographs**

Because of the unique nature of our records we do not allow researchers to do their own reproductions from original documents. Archives staff will do this copying on your behalf.

- Black&White:
  - Letter, legal size: \$0.50 per copy

- 11 x 17: \$1.00 per copy
- Color:
  - Letter, legal size: \$1.00 per copy
  - 11 x 17: \$1.50 per copy

### **Prints of Photographs (high quality laser prints)**

Black & white and color image reproductions from the archives' photograph database of digitized materials are available at the following prices:

- Regular Paper, up to 8.5 x 11:
  - B&W: \$2.50 each
  - Color: \$4.00 each
- Photo Paper, up to 8.5 x 11:
  - B&W: \$4.00 each
  - Color: \$6.00 each

### **Digital Copies of Photographs and Documents:**

For archival material not already available online, scans may be requested and sent to you via email, or copied to a USB device and mailed. Images are scanned at 300 dpi in a jpeg format unless otherwise requested. Delivery times may vary according to the number of images requested and the delivery format

- Delivery via email: free
- Delivery via USB device: \$10.00 and applicable shipping fees
- High resolution images: \$10.00 per image

### **Commercial Licensing Fees for Photographs:**

A publication fee will be imposed for each image used for commercial purposes. Please contact us to procure images for use and to discuss the appropriate fees.

- \$50.00 per image

All publications using images from the archives must be attributed to the Old Stone House Museum and Orleans County Historical Society. In certain instances we may ask that one complimentary copy of the publication is donated to our archive.

No publication fees will be imposed for non-profit organizations.

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**Note:** *The use of materials from the archive that are available online is free for research and educational purposes, but all materials are subject to any copyright laws or restrictions for individual collections. We encourage you to contact us with any questions or concerns regarding the use of the collection. The use of archival materials and images must be credited to the Old Stone House Museum and Orleans County Historical Society and reference the name of the collection from which the material originated.*



