

Museum of Culpeper History

Research and Reproduction Fee Schedule

updated December 2023

Photocopy/ Reproduction Policy

Photocopying of manuscripts, including architectural surveys, archival materials and rare books, family files, vertical files, maps, and visual collections is done for patrons by Museum of Culpeper History staff. Requests for copies will be filled in the order in which they are received. Due to limitations imposed by limited equipment and staff time, same-day copying service may not be available. Copies will be mailed if the Museum is unable to provide them to the patrons at the time of request.

Duplication of materials directly by patrons, including but not limited to photocopying, photography (including digital cameras and mobile cameras), and personal scanners, is not permitted.

Use of Content for Publication

The reproduction of images of any material in the museum's collection beyond fair use, including manuscripts, archival material, and physical objects, whether that use is included in printed or visual media, is prohibited without the written permission of the Museum of Culpeper History. Licensing fees may apply.

Prepayment of the minimum fee is required. Additional charges, if any, will be billed before materials are sent. Please make checks payable to Museum of Culpeper History.

Research

Includes queries received via phone, email, mail, or in-person if request left for staff research. Patrons will not be charged for reference services provided in the library.

Patron Conducted Research

There is no charge for researchers to conduct their own research within the museum. An appointment must be made at least two weeks in advance.

Quick Reference

No charge for queries requiring less than 30 minutes of staff time.

Reproduction Services, Scanning and Photocopying

Photocopies of all material is performed by museum staff. Listed rates are for items in the museum's collection ONLY. Reproductions of material on loan may require written permission from the lender. Reproductions of original material in the collections of other institutions may be dependent on the policies of those institutions and any fees assessed by those institutions.

Black and White Photocopies

Staff produced, \$0.35/ page, limit 50 copies per request. \$6.50 shipping/handling if mailed

Manuscript, Archive, and Rare Book Black and White Photocopies

Staff produced, special handling required \$0.75/page, limit 50 copies per request. \$6.50 shipping/handling if mailed.

Color Photocopies

Staff produced, \$1.25 per page, limit 50 copies per order

Scanning and Digital Reproductions

Staff Produced, \$2.50 per page, limit 20 pages, Scans will be provided as 200 dpi .pdf files only.

Scanning Fee per image delivered via email \$25.

Existing Scan per image delivered via email \$15.

Print of Scanned Image up to 8x10, per image \$10 black and white \$15 color.

Delivery on DVD / USB, \$20 / \$25 plus \$8.50 shipping and handling if mailed.

Photographic Reproductions

This service is not offered at this time.

Special Handling \$30 per hour for items requiring custom duplication, scanning, or photography including Oversized materials, Artifacts, and A/V materials

Rush service: 6-13 calendar days, 150% fee per image; 1-5 calendar days, 200% fee per image. Subject to staff availability.

Postage & Handling, Insurance \$5 plus cost

Warning Concerning Copyright Restrictions

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