

Introduction to the Wenatchee Valley Museum and Cultural Center Archives and Reference Materials

Research Overview

The Wenatchee Valley Museum & Cultural Center (WVMCC) has a reference library and archives that are available to the public for research.

Researchers may study Museum collections if their qualifications and purposes are deemed appropriate. All research must be done in a supervised Museum setting unless specifically authorized in written form by the Director.

Researchers should contact the Museum at least one week prior to their visit to set up an appointment. Researchers will appropriately cite the Museum as their source of information. Museum collections, including archival collections, may not be duplicated in their entirety by researchers.

Portions of specific collections may be duplicated by authorization of the Curator of Collections or the Director. Any duplicated materials will be appropriately stamped "Original - The Property of WVMCC-- Do Not Duplicate." In addition, the researcher will sign an agreement restricting his/her uses of these duplicated materials to a stated purpose.

General Research Fees

Researchers will be given a request form to complete. A \$10.00 fee, payable by cash or check payable to WVMCC, is due when the form is returned to the Museum. There may be additional fees depending on the length and difficulty of the research request; the researcher will be informed of additional fees before the Museum proceeds with the request.

Regular services: An Archivist will conduct a reference interview and, if applicable, provide researcher with relevant finding aids and/or database search results. The researcher is responsible for reviewing the material and making selections. Restrictions may apply on what can be retrieved, and there is no guarantee that the information requested can be retrieved.

Research in the archives: Access to the archives is by appointment only and based on staff availability. Priority is given to those with a critical need specific to unique materials in our collections. Please plan ahead; walk-in requests are not accepted. [Please note that no new materials beyond the original request will be retrieved during an appointment.]

Research fees: Fees are charged for copying and extra research. For research beyond the reference interview and preliminary search, a \$50 per hour charge will apply (with one hour minimum).

Photocopy and Document Scans

WVMCC Staff or volunteers will handle all copying and scanning.

Black & White Copy (8.5 x 11 inch page) 25 cents (\$.25) per copy– standard paper

Color Copy (8.5 x 11 inch page) \$1.00 per copy– standard paper

Photograph Image Reproduction Fees

Note: The user fee entitles a researcher to use images ONE time only. Images must appear with the following credit:

Photo(s) courtesy of the Wenatchee Valley Museum and Cultural Center.

Photo scan to CD \$5.00 per image, \$2.00 for CD

Photo scan and print to photo quality paper \$10.00 per image

WVMCC sells copies of images from its Photo Archives for personal use, research, exhibition, home and business display, and for publication to non-profit and commercial entities. Researchers are NOT to use images for publication or posted on the Internet without prior approval and licensing from the Wenatchee Valley Museum and Cultural Center.

Black and White Photographs

5" x 7"	\$10
8" x 10"	\$15
11" x 14"	\$20
16" x 20"	\$40
20" x 24"	\$60

Large Prints

Prints larger than 20" x 24" are digital inkjet prints made from a scan resized to the finished dimensions at 300 dpi. Larger prints and mural images require spotting (see custom scanning charges). The following are examples to give an idea of cost and may not represent final cost.

24" x 30"	\$110
28" x 34"	\$135
34" x 38"	\$150

Beyond personal and educational use, all images obtained from the Wenatchee Valley Museum and Cultural Center must be licensed (fees may be applicable) as specified in writing for one-time, non-exclusive use with proper credit.

Digital images

Previously scanned jpeg images are \$2 per image. Copied from our database they are usually 1 to 3 megabytes and can be sent via e-mail attachment(s) or burned to a CD (add \$2; \$5 if shipped).

Personal Camera or Scanner Use in Archives

Cameras or a scanner may be used to photograph non-sensitive, non-fragile library or archival printed material, artifacts, or prints for research purposes only. The flat rate is \$10 per visit. (Researchers may NOT use cameras or scanners with photographic images from the collection.) All reproduction must be given appropriate credit:

Used with permission of the Wenatchee Valley Museum and Cultural Center.

Object Viewing

Requests to view objects in the Museum's collections are by appointment only, based on staff availability, and prior approval by director. Fees charged include rental of room and staff time.

Postage and Handling

Appropriate fees will be charged for shipping requests.

Contract for the use of photographic materials from the Wenatchee Valley Museum & Cultural Center archival collection

Copyright Restrictions and right to deny reproductions

WVMCC reserves the right to deny reproduction should doing so cause harm to the object or if the object has known access or copyright restrictions. Researchers are responsible for compliance with laws governing copyright and literary property rights. Neither the granting of access to materials nor the copying of materials convey or imply conveyance of the right to publish or use the materials in any way.