



Wenatchee Valley Museum & Cultural Center (WVMCC) Collections Research Services and Fees

Introduction to the WVMCC Archives and Research Overview

The Wenatchee Valley Museum & Cultural Center 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 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 Collections Coordinator 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.

Researchers should contact the Collections Coordinator (collections@wvmcc.org or 509-888-6244) to set up an appointment.

General Research

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

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.

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.

Upon request the Museum can assist in options for printing if needed.

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

Digital Images and Scans

- Previously scanned jpeg images at 300dpi are \$10.00 per image
- Images that need a dpi higher than 300 or format change (ex. TIFF) are \$15.00 per image

Copied from our database they are usually 1 to 3 megabytes and can be sent via e-mail attachment(s), photo sharing websites (ex. Dropbox), or downloaded on a provided USB drive.

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 Collections staff. Fees charged include an admission ticket for with a maximum of a 1-hour visit. Any time need over that hour will be charged hourly for staff time at \$20/hour.

Postage and Handling

Appropriate fees will be charged for shipping requests based on USPS pricing.

Membership

Membership covers access to certain archives as determined by the Collections Staff or Director. A discount of 50% on archive services (excluding postage and handling) is offered to members and staff of the Wenatchee Valley Museum and Cultural Center.

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.

COLLECTIONS PRICING CHART

Charge	Fee
Research Request	\$10.00
Black & White Copy, 8.5 x 11-inch page on basic paper	\$0.25
Color Copy, 8.5 x 11-inch page on basic paper	\$1.00
Previously scanned jpeg image at 300dpi	\$10.00
Image that needs a dpi higher than 300 or format change (ex. TIFF)	\$15.00
Personal camera use on non-photographic objects	\$10.00
Object viewing over 1 hour	\$20.00/hour

MUSEUM ADMISSION

Adult	\$5.00
Senior	\$4.00
Child (6-12)	\$2.00
Children under 6	Free