



## **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 Manager ([collections@wvmcc.org](mailto: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.

### **Scanned Digital Images**

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

### **Scanned Documents**

- 1-100 pages: \$5
- 101-200 pages: \$10
- 201-300 pages: \$15
- 301-400 pages: \$20
- 401-500 pages: \$25
- 500+ pages: \$30

Scanned photos/documents can be shared via e-mail attachment(s), photos/document sharing websites (ex. Dropbox), or downloaded on a provided USB drive.

### **Printing Fees**

All copies will be provided on an 8.5 x 11-inch standard white paper page. WVMCC does not provide printing on photo paper.

*(WVMCC Staff or volunteers will handle all copying, scanning, and printing)*

- \$0.25 per page - black & white document
- \$0.50 per page - color document
- \$1.00 per page - black and white photograph
- \$2.00 per page - color photograph

## **Photograph Reproduction for Publishing**

Photo reproduction fees are in addition to the \$10.00 fee for use of the digital image.

Images must appear with the following credit:

*Photo courtesy of the Wenatchee Valley Museum and Cultural Center*

- \$10.00 per 100 publications
- \$25.00 per large format sign or plaque reproduction

## **Personal Camera use in Exhibits and Archives**

Cameras may be used to photograph or film non-sensitive, non-fragile library or archival printed material or artifacts for research purposes only. The flat rate is \$10 per visit and a Footage Use Contract must be submitted and sign off by the Collections Manager. (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. An Object Viewing Request Form must be submitted and then signed off on by the Collections Manager and the Operations Director. Then based on staff availability and prior approval by Collections staff may an object be viewed. Fees charged include an admission ticket for with a maximum of a 30-minute visit. Any time over that will be charged hourly at \$20/hour. WVMCC reserves the right to deny any visitation should doing so cause harm to the object or if the object has known access or copyright restrictions.

## **Postage and Handling**

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

## **Membership**

Membership covers access to certain archives and services as determined by the Collections Staff or Director. A discount of 50% on archive services (excluding postage and handling) is offered to WVMCC members, WVMCC staff, and non-profit organizations.

## **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**

<b>Charge</b>	<b>Fee</b>
Research Request	\$10.00
JPEG image at 300dpi	\$10.00
DPI higher than 300 or format change (ex. TIFF)	\$15.00
Scanned documents (1-100 pages)	\$5.00
Scanned documents (101-200 pages)	\$10.00
Scanned documents (201-300 pages)	\$15.00
Scanned documents (301-400 pages)	\$20.00
Scanned documents (401-500 pages)	\$25.00
Scanned documents (500+ pages)	\$30.00
Printed black and white document	\$0.25
Printed color document	\$0.50
Printed black and white photograph	\$1.00
Printed color photograph	\$2.00
Per 100 publications	\$10.00
Per large scale sign or plaque	\$25.00
Personal camera use on non- photographic objects	\$10.00
Object viewing over 30-minutes	\$20.00/hour

## **MUSEUM ADMISSION**

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

*\*50% discount on services for members, staff, and non-profit organizations*