

**Fee Schedule
Racine Heritage Museum
Archives / Research Center
March 2011**

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Photocopies and Scans Fee Schedule

	<u>B/W</u>	<u>Color</u>
Photocopy: 8.5 x 11	50 cents each	\$5.00
8.5 x 14	\$1.00	\$7.50
11 x 17	\$1.50	\$10.00
Photocopy: photograph or fragile document: 8.5 x 11 only	\$5.00 each	\$10.00
Image scanned to disc for private use; no reproduction	\$20.00 per image, 300 dpi only	
Digital photograph of map, with permission of archivist	\$5.00 per digital image	
Photocopy of map, at discretion of archivist	\$20.00	

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These fees are determined as each request is made. A **Use and License Fee Schedule** is available upon request.

Research Requests Fee Schedule

***All fees must be paid in USD in advance by money order or credit card; MasterCard, Visa or Discover Card only.**

***INTERNATIONAL ORDERS must be prepaid by credit card only. A one-week hold will be placed on international orders while the credit card payment is processed.**

***Both domestic and international credit card information to be conveyed to RHM by fax or telephone ONLY.**

- We accept requests and orders by mail or email.
- Most Research Requests can be answered in four weeks. Rush requests are possible (one week response) at double the normal fee.
- Please make requests as specific as possible, providing copies of related information you already have to avoid duplications.

Quick Search: charges apply whether or not an actual record is found

Within the US and Canada:

A 15-minute search, conducted on one name / topic. Includes up to 3 photocopies, shipping and handling
\$10.00, prepaid *Photo fees not included in this price.*

International / email:

A 15-minute search, conducted on one name / topic. Includes emailed reply containing up to 1 scan.
\$10.00, prepaid *Photo fees not included in this price.*

Research Requests: charges apply whether or not an actual record is found

A researcher will compile information from multiple sources for multiple topics such as family history, house history, or product research. Up to 12 photocopies provided. Additional shipping and handling fees may apply.

\$35.00 per hour, prepaid *Photo fees not included in this price.*
Member fee for Research Requests: \$20.00 per hour

Archives Appointment Fee:

With advance appointment, the Archives can be opened to an individual for research on an hourly basis
\$25.00 per hour, prepaid, per individual. *Photo fees not included in this price.*