

Orleans Historical Society

Research Policy

1. Library and archives use fees:
 - a. Non-members \$10.00 per day
 - b. Members: no fees
2. Telephone, written, and email requests for information to be mailed will carry a \$10 fee for the first hour (or any fraction thereof) of research plus any photocopying costs and postage. Beyond the first hour the charge for research done by museum and library staff will be \$15 per hour.
3. Members receive two hours of research a year as part of their member benefits, past that they pay the same rates as the public.
4. Photocopying is \$.25 per page.
5. Television, media, and commercial crews will be charged a flat fee of \$100 for filming on museum property, plus additional fees for staff time subject to permission for specific use and payment in advance.
6. Commercial organizations, business, and non-profit organizations desiring to purchase images owned by the Orleans Historical Society will pay processing cost of images, staff time (if necessary), use fee of \$10 to \$125 per image depending upon use, and postage. Unless credit has been established, purchases are to be paid in advance.
7. Individuals desiring to purchase positive images for study purposes only, owned by The Orleans Historical Society will pay processing costs of images and use fee which is \$10 for the first image, and \$8 for each additional image. Processing costs, use fee and postage must be paid in advance unless credit has been established.
8. Normal delivery time is ten days following an application and order. A surcharge will be added for rush orders, priority handling cannot be guaranteed.