

Research Policy and Fee Schedule

MUSEUM OF TRANSPORTATION HISTORY EDUCATION & RESEARCH				
Fee Schedule				
Revised 5-15-2019				
R E S E A R C H	Activity	Minimum	Hourly	
	Library Research	\$7.50	\$30.00 / hr	
	Archival Research	\$10.00	\$35.00 / hr	
	Vehicle Research	\$10.00	\$35.00 / hr	
	Consultation	\$15.00	\$50.00 / hr	
	Rush Services	\$25.00 Additional	Pending Job	
R E P R O D U C T I O N	Photocopies	Black & White	Color	
	Letter - 8 1/2" x 11"	\$0.60 / page / side	Currently N/A	
	Legal - 8 1/2" x 14"	\$0.60 / page / side	Currently N/A	
	Ledger – 11" x 17"	\$1.20 / page / side	Currently N/A	
	Specific Vehicle Photo's*	Black & White	Color	
	4"x5"	Currently N/A	\$15.00	
	5"x7"	Currently N/A	\$20.00	
	8"x10"	Currently N/A	\$25.00	
Digital	Currently N/A	TBD		
*Note: Staff will do their best to acquire a "Specific Vehicle Photo" however; no vehicle will be at risk of damage or disassembly in the process.				
Additional: Postage charge for actual cost plus \$1.00 for the mail service of choice, State and local taxes may apply. Other: TBD				
Payment may be made by cash, check, debit card or credit card (Visa, MasterCard, or Discover) and money order. Instructions will be sent via email response. Items will be researched / sent after payment is made.				
The service is not available on demand. All copying is done by the staff. Due to our small staff of volunteers turnaround can take 15 to 30 days to complete. We reserve the right to refuse to copy materials that may be damaged in the process. (See below for limitations)				

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Archival Preservation Restrictions

Limiting Factors	Directives
Number of pages	There is an upper limit of 50 pages per bound volume (book, journal, etc. Additional pages from the same book or volume may NOT be requested for photocopying at a later time). The staff reserves the right to reduce the number of copies if the book is too fragile for photocopying.
Size	If the item is larger than 11" x 17" and greater than 2" in depth, it will not be copied due to the limitations of our equipment.
Condition of paper	If the paper is too brittle, otherwise fragile, and portions may be lost or damaged during the copying process, photocopies will not be made.
Fold-outs	As it is sometimes impossible to support an item while positioning a fold-out for copying, and damaging in most to all cases, we do not copy fold-out maps, prints, pages, etc.
Tight bindings	The patron will be notified if the bindings are so tight that the text will be lost during the copying. If they still wish to have the copies made, they need to be aware that the binding will not be forced open.
General condition of the book	If the binding is fragile, pages are loose, or the book is in similarly delicate condition, the staff will make a conservation decision and refuse to make any copies from that item.
Copyrights	All materials reproduced are for the benefit of vehicle research, restoration and history. This material is for personal use and no transferable rights to any image or information is implied or granted. The Researcher assumes all responsibility for infringement of copyright. See further conditions below.
Preservation	We reserve the right to refuse access to/and research of, any item that may be too fragile, restricted or could become damaged in any process requested.