

# Auburn Historical Society

41 South Street, Auburn, MA 01501

## Reproduction Fees

### Scanning Fees (per image)

	<u>Non-Profit</u>	<u>For Profit</u>
Scanning (up to 8 x 10) @ 300 dpi	\$5.00	\$7.00
Scanning (up to 8 x 10) @ 600 dpi	\$7.00	\$9.00
Scanning (up to 8 x 10) above 600 dpi	\$10.00	\$12.00
CD Burn – CD provided by Patron	\$2.50	\$3.50
CD Burn – CD provided by AHS	\$5.00	\$7.00
Transfer to USB – USB provided by Patron	\$2.00	\$2.00

### Reproduction/Publication Fees (per object/image)

	<u>Non-Profit</u>	<u>For-Profit</u>
Print Publication Fees (Interior)	\$50.00	\$75.00
Print Publication Fees (Cover)	\$75.00	\$100.00
Public Display Fees	\$50.00	\$75.00
Exhibition Fees	\$50.00	\$75.00
Commercial Use Fees	\$75.00	\$100.00
Merchandise Fees	\$75.00	\$100.00
Personal Use Fees	\$25.00	_____

**Public Display:** The object(s)/image(s) will be displayed in a public environment, such as restaurant, sales office, municipal building, etc.

**Exhibition:** The object(s)/image(s) will be displayed in a cultural institution, such as a museum or library.

**Commercial Use:** The object(s)/image(s) will be displayed, broadcast, or published in a commercial environment, such as advertising, product/package design, etc. This includes commercial websites representing a person or corporation who sell goods or service.

**Merchandise:** The object(s)/image(s) will be used for mugs, posters, clothing items, etc.

**Personal Use:** The object(s)/image(s) will be displayed only in a private home or office, and **not** displayed in a sales area or reproduced for any purpose.

Other Fees (per image/object/etc.)

	<u>Non-Profit</u>	<u>For Profit</u>
Copy of document – black and white	\$0.50	\$1.00
Copy of document – double sided black and white	\$0.75	\$1.50
Copy of document – color	\$2.00	\$3.00
Cardstock printing in addition to above	\$1.00	\$2.00
Original Photography by AHS		
of Museum Object	\$5.00	\$10.00
other	\$7.00	\$12.00

**Shipping Fees Vary Based On Materials Shipped**

**\*\*Lifetime Auburn Historical Society Members Receive the Discounted Non-Profit Pricing\*\***

**Research Fees**

At this time, the Auburn Historical Society and Auburn Historical Museum cannot accommodate on-site research requests. However, a fee-based collections research service is available. Fees are calculated at an hourly rate of **\$20.00 per hour** charged by the half hours after an initial **free** 30 minutes.

Requests for information should be as specific as possible. Museum staff will make a search of holdings in response to inquiries. Response time depends on the complexity of the subject matter. Routine research inquiries and photocopy requests will normally be completed in 3-4 weeks. For other requests, AHS/AHM staff will provide an estimate of the research time needed. The estimate is subject to revision.

Any person or entity requesting research services will hold harmless the Auburn Historical Society and the Auburn Historical Museum, staff, and volunteers, from any legal claims or damages arising from or out of any information provided as a result of the research service.

The Auburn Historical Society and the Auburn Historical Museum makes no warranties or guarantees, either expressed or implied concerning the accuracy or authenticity of information from current books, periodicals, magazines, or other source material, which is allegedly based on historical research; or the accuracy of information as published in original journals, magazines, catalogs, or other source material used to supply the requested information.

**Payment**

The Auburn Historical Society and the Auburn Historical Museum will provide an invoice for the total amount due, which *must be paid before we ship research materials*. We accept checks for the exact amount made payable to the **“Auburn Historical Society.”**

**Research Requests**

To make arrangements for research services, fill out the Research Request Form, and email to [auburnmuseum@verizon.net](mailto:auburnmuseum@verizon.net) or mail it to: Auburn Historical Society, 41 South Street, Auburn, MA 01501.