



## OCHC RESEARCH LIBRARY USE & FEE POLICY

Thank you for your interest in conducting research at the Oneida County History Center. The information that you are seeking will require access to the history center's library and document collections. Prior to beginning work, it is important that you be apprised of the fees associated with using the library:

**1) Library Use:** A \$5.00 fee is required for all on-site\* research requests by non-members. Depending upon the amount of staff support required, an additional contribution may also be requested. This fee is waived for OCHC members in good standing and for local school and college students with a valid ID. No other discounts (ex.-AAA, senior citizens, etc...) apply.

**2) Photocopies:** Copies of documents are \$1.00/page for non-members and \$.50/page for OCHC members in good standing. *Researchers are not permitted to use the photocopier; please hand documents to a volunteer for copying.* Letter, legal, and ledger-sized paper is available. *Use of flash drives or similar devices is prohibited unless approved by the director.*

**3) Digital Images:** Researchers may bring in their own digital cameras and scanners to copy written documents only (ex.—book pages, letters, news clippings, pamphlets, etc...). **Scanning photographs, maps, blueprints, artworks, or other images is prohibited.** Costs per document are the same as photocopies: \$1.00/image for non-members and \$.50/image for OCHC members in good standing.

**4) Photo/Map/Image Duplication:** The *scanning of photographs, maps, blueprints, artworks, or other non-written imagery by researchers is prohibited.* Photocopies and low resolution prints can be made by library staff at a cost of \$1.00/image for non-members and \$.50/image for OCHC members in good standing.

A photo duplication service is available for high resolution copies. Costs start at \$20.00 for a high resolution scan to disk, and \$10.00 for photo prints up to 8" x 10". A fee schedule is available for larger images.

**Please know that the monies you give support the history center's public commitment and help offset the cost of operating our facility.** The OCHC is a private not-for-profit entity and receives no government (federal, state, or local) funding for operating expenses. Through your generosity we are able to subsidize the costs associated with making our collections available for copying and research.

**The history center does not guarantee that it will locate the information that you are seeking.** The fee structure described above is in place to subsidize the time and effort required to conduct research. Due to the subjective nature of research requests, we cannot guarantee that a search of our collections will always yield a satisfactory result.

The history center accepts cash, personal checks, Visa, MasterCard and Discover. Make checks payable to *OCHC*. Thank you for your interest, and best wishes in your research.

-----  
\*On-site is defined as research done at the historical society, with the researcher present. A \$10.00 fee is assessed for all 'remote' inquiries where the OCHS staff must complete all research for the individual making the request.

# OCHC RESEARCH LIBRARY FEES

## On-site Research

\$5.00/visit (Free for OCHC members and current students w/ valid ID)

## Photocopies/Digital Images/Scans\*

\$1.00/page (\$.50/page for OCHC members)

\* text documents only; no photos or other images

## Image (photo/artwork/map/blueprint) Prints and Scans

\$20.00/image plus tax for a high resolution scan saved to CD

\$10.00/image plus tax for photo prints up to 8" x 10", fees increase for larger sizes

\$1.00/page (\$.50/page for OCHC members) for photocopied or printed (on plain paper) photos, maps, and other images

-----  
\*In the case of large-volume projects (ex.—50 pages or more), please contact the OCHC Executive Director to discuss pricing.

Current as of March 2017

