

# Archives Research & Reproduction Policy

## Research

The archivist is available to fulfill research requests and help finding information in the archives.

The fees for research are:  
\$15 per hour, up to two hours.

## Photos, Microfilm & Scanning Requests\*

The archives contains more than 10,000 photographs and hundreds of rolls of microfilm. The archivist may provide digital reproductions of these items for the following fees:

For photos that have already been scanned: \$5.00 per item  
For photos that have not been scanned, or clippings from microfilm: \$10.00 per item

**Note:** This does not include the right to publish items. If you would like permission to publish photos from the archives, please complete the Permission to Publish form. All items must include the credit line of "Courtesy: Galesburg Public Library Archives".

## Copying\*

Some materials can be photocopied using the self-service photocopier. This costs \$.10 per page for black and white, \$.50 per page for color.

For materials that cannot be photocopied using the self-service photocopier, the rates for photo and scanning requests will apply.

## Photo Reproductions\*

The archivist is able to create high-quality prints of some photographs. The fees for these prints are:

5in x 7in print: \$5.00  
8in x 10in print: \$10.00

## Postage

Any requests for items to be mailed will include a \$5.00 charge for postage.

**\*Patron assumes responsibility for conforming to the laws of privacy, copyright and literary property rights of materials from the archives.**

The archivist **may** waive fees if requests simple and easily filled.

Galesburg Public Library  
Board of Trustees  
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