



## Reproduction of Collections Policy and Fees

Photocopy or reproduction of collections may be restricted or denied at the discretion of the collections staff and is subject to the following fees:

<i>Service</i>	<i>Fee</i>
Photocopying library or collection materials; printing from EHS&M computer databases or microfilm.	\$ .25 per page
Photographic Prints – purchase through EHS&M website, see below	Varies
Image Scans – 300 dpi	\$10.00 per scan
Image Scans – 600 dpi	\$15.00 per scan
Image Scans – 1200 dpi	\$20.00 per scan
Scanned Images saved to CD	\$3.00 per cd
Shipping	\$5.00 minimum
Research fees	\$15.00 per hour One-hour minimum

The staff of EHS&M is available to conduct research in the collections when time and circumstance permit. Edmond residents can receive 30 minutes of staff research assistance free with valid proof of Edmond residency.<sup>1</sup> EHS&M members<sup>2</sup> receive 1 hour of staff research assistance free, annually, with their paid membership. All research assistance is contingent upon staff availability and will be conducted by appointment only.

Deposits may be required in advance for projects of an estimated eight hours or more. Please keep in mind that we do not guarantee we will locate the information that you are looking for. It still takes time and effort to research even if we are not able to locate the information you are seeking. Research fees are non-refundable.

EHS&M's director or curator of collections shall reserve the right and discretion to waive any or all fees in exchange for promotional or goodwill value.

Photocopying of collection materials will be performed by staff only.

Photographic reproductions and electronic copies of materials in the collection are for personal research only and are not to be reproduced or distributed without prior written permission from the EHS&M collections staff.

Photographic prints may be purchased through the EHS&M website at <http://www.edmondhistory.org/photos>.

- There is a minimum of 1 week turn-around for EHS&M to scan and upload an image for purchase.

<sup>1</sup> Driver's License with Edmond address, Edmond utility bill, etc.

<sup>2</sup> Individual level and above only.