Research Requests and Material Use Policies and Fees for the Niagara History Center

In-person Research Policies

- In-person researchers must call or email to make an appointment at least 5 days in advance
- A staff member or volunteer must be present in the room with the researcher
- Researchers must wear curatorial gloves to handle original documents or photographs
- Researchers cannot remove materials from plastic sleeves without permission and assistance from NHC staff/volunteer
- Digital photographing/scanning of materials is prohibited without prior, pre-arranged authorization and guidance from the curator

Research Requests from other sources - email, phone, Facebook, walk-in, snail mail

Quick answer (little or no time spent answering question) – No charge

More involved inquiries:

- First 30 minutes of research no charge (members/non-members)
- 30 minutes to 2 hours \$10 members; \$20 non-members
- More than 2 hours \$15 per hour members; \$20 per hour non-members

Fees for Reproduction of materials

Because most of our collection is not currently digitized, prices reflect time spent for scanning.

Photocopies of documents, photos and other materials: $.25\phi$ per B/W copy

.40¢ per color copy

.50¢ per copy on cardstock

Discounts for 100 or more photocopies requested.

Documents, photos and other materials scanned as JPGs: \$15 per item – members

\$20 per item – non-members

Documents, photos and other materials scanned as TIFs: \$20 per item – members

\$25 item – non-members

Documents, photos and other materials scanned as PDFs: \$5 per item – members

\$10 per item – non-members

For materials to be scanned and used for commercial, business, publication or other media for non-personal, non-educational purposes there is a separate licensing fee in addition to a fee for materials that need to be scanned. For more information, contact NHC for consultation.

Discounts for 10 or more photographs/documents scanned as JPGs, TIFs, or PDFs.

Prices subject to change without notice

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