

The Indian and Colonial Research Center schedule of fees involved with research assistance.

The following guidelines or requirements shall apply to all those who seek to do research at or through the Indian and Colonial Research Center.

1. Staff at the ICRC will be available for assistance for up to 30 minutes of personal attention at no charge for an initial search or service. Additional time after 30 minutes carries a \$30.00 per hour charge.
2. Patrons doing independent work at the ICRC will be advised that they will be charged \$30.00 per hour if staff guidance exceeds 30 minutes.
3. Patrons not incurring a charge will be asked for a donation and/or to join the ICRC.
4. Patrons requiring billable services will be advised at the outset of the project as to the charges for staff assistance. A maximum estimated amount of time to be allotted for the project will be agreed upon. If it becomes clear that more time is required, the requestor will be contacted to renegotiate additional services. Payment for research services are to be made in advance at the rate of \$30.00 per hour.
5. Charges for reproduction, scanning, printing and postage and any other non-research related activity shall be in addition to the research fee stipulated above. Please refer to the schedule below.

Conditions of Order and Use

1. Copyrighted material will be copied in accordance with copyright law (Title 17, U. S. Code) and the CONTU Guidelines. Written permission from the copyright owner or payment of a royalty fee may be required. The copyright law governs the making of photocopies or the reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photo copy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for a purpose in excess of “fair use,” that user may be liable for copyright infringement. All responsibility for use of the reproductions is assumed by the applicant. The ICRC reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.
2. The ICRC can neither grant or deny permission to copy or publish photographs and other reproductions purchased from the ICRC. It is the recipient’s responsibility to determine and satisfy copyright or other restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing, or otherwise distributing materials received from the ICRC. If material copied or photographed from the ICRC collections is published, a credit line, “Courtesy of the Indian and Colonial Research Center,” will be appreciated.
3. The ICRC will generally make reproductions of materials in its collections for research use. This service is provided for research purposes in lieu of loan of the material, or in place of manual transcription. Certain restricted material cannot be copied. The ICRC reserves the right to decline to make reproductions requested to limit the number of copies made, or to furnish positive prints in lieu of negatives.
4. Payment in advance is required. Payment through the online order form can only be made through Paypal. The ICRC does not invoice.
5. Additional charges may be applied to orders requiring the following special service:
 1. Reference work required to identify citations.
 2. Collation of materials for copying.
 3. Cost quotations.
 4. Searching of Copyright Office records for registration and renewal data.
 5. Reference or reproduction work completed on subsequently cancelled orders
 6. Work requiring special handling including rush service, adherence to detailed technical specifications, special camera set-ups, and on site filming of material.
6. Cancellation Policy: Regular orders may be cancelled within 3 days after the order is submitted for a full refund minus the processing and research fee. Rush orders may be cancelled within 24 hours after the order is submitted for a full refund minus the processing and research fee.
7. No returns, refunds, or exchanges after 30 days of delivery.
8. The ICRC is not responsible for loss or damage to shipments outside the continental United States unless the purchaser gives written instructions to provide insurance at additional cost. Partial shipment of large orders may be made at the ICRC’s discretion.

ICRC Duplication Services

The following fee structure applies to all individuals and organizations accessing the ICRC collections.

Paper photocopies of non sensitive documents are available in black and white in sizes 8"x10" and 11"x17".

Photocopy - B&W per exposure	\$0.50 ea	Minimum charge \$15.00
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Digital photocopy PDF file(s) per exposure	\$1.00 ea	Minimum charge \$15.00
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Digital Prints on resin-coated photographic paper

	contact size	8"x10"	11"x14"	16"x20"	20"x24"
Copy Negative	NA	\$30.00	\$38.00	\$45.00	\$63.00
Glass Negative	\$30.00	\$40.00	\$49.00	\$55.00	\$73.00
Existing Digital File*	NA	\$30.00	\$38.00	\$45.00	\$63.00

*Prints from existing digital files do not incur research & processing fees.

Shipping

ICRC ships all orders via a traceable method, such as FedEx or Surface Mail. FedEx shipments require a street address, as they are unable to ship to a PO Box.

Within the United States

Orders up to \$40.00	\$13.50
Orders between 40.01 and \$100.00	\$18.50
Orders between 100.01 and \$200.00	\$23.50
Orders between 200.01 and \$300.00	\$30.50
Orders over \$300	11% of total order price

Incentive for Membership and volunteers:

*Student, Individual, Family and Contributing membership receive a 25% discount on reproduction and minimum fees.

*Volunteers, Organization, Sustaining and Patron membership receive a 50% discount on reproduction and minimum fees.

*Shipping fees remain as posted.