



# Rules & Procedures

## Material Duplication Fees- Archives

### Summary

The Archives and Research Center (ARC) gives outside researchers, Trustees staff, and volunteers access to thousands of historical documents, objects, and artifacts related to The Trustees' properties. While visiting the ARC, researchers may request that copies be made of materials. The ARC will consider requests for duplication of materials when such duplication can be done without injury to the materials. Duplication will be done only by ARC staff. Duplication fees may apply.

### Rules & Procedures

#### Duplication Fees

##### Photocopies:

- Black & white photocopy.....\$.50/copy
- Color photocopy.....\$1.00/copy
- Standard shipping & handling.....\$15

Note: Additional fees will apply for overnight or express shipment. A handling fee of \$30/hour may be applied at staff discretion for large photocopy orders.

##### Digital Images:

- Low-resolution PDF.....\$.60/image
- Low-resolution jpeg 200-300 dpi.....\$20/image
- Existing high-resolution image.....\$20/image
- New high-resolution image of large format.....\$50/image

Note: Large format images of certain items in the collection may be available. Please consult with the ARC staff for more information. Some exemption categories may apply. It may take up to 5 business days to fill the request.

Payment must be made before the order is processed. Checks should be made payable to The Trustees of Reservations.