

B&O Railroad Historical Society Archives Fee Schedule

Effective July 1, 2018

Archives Access:

N/C. Access is permitted only during archives work sessions or by arrangement with the society archivist. Contact the archivist at archives@borhs.org for details.

Invoicing:

A preliminary invoice with estimated costs will be sent via email or mail for all inquiries for the researcher to review. If they wish for the request to continue, they will be asked to confirm this in writing or by email. Verbal authorization by phone is not accepted.

Research Inquiries (mail, telephone, email – under 15 minutes of research required)

Research requests that can be answered in less than 15 minutes will be responded to within 4 to 6 weeks at no charge. The response may direct the inquirer to other appropriate resources that can help them with their question.

Research Inquiries (mail, telephone, email – over 15 minutes of research required)

Distance Customers: Research requests made via mail or email are subject to the following fee schedule:

1. All research inquiries requiring staff work: \$32/hr. starting at minute 0, billed in 30-minute increments.
2. Photocopies of photos, documents and maps: \$.25/page plus \$32/hr. staff time billed in 30-minute increments.
3. Photo Scanning Requests for non-society projects: \$10 image plus \$32/hr. staff time billed in 30-minute increments.
4. Use fees for photos for which the society owns copyright:
 - a. \$25 per image for press runs under 1,000 copies
 - b. \$50 per image for press runs over 1,000 copies.
5. Photos will be provided in digital format only. No photographic prints will be made.

Turn-Around Time:

Please allow **up to 4 to 6 weeks** for a response for all enquiries that require research within the collection.

Genealogy Research-NOT AVAILABLE

The society's collection is not a strong one for genealogical inquiries. The B&O Railroad Museum (<http://www.borail.org>) and Railroad Retirement Board (<http://www.rrb.gov>) are better suited for employee record searches. Additional information could be found by searching the newspaper holdings of local libraries and historical societies. Any request for genealogical research will be ignored.

Duplication Fees

All items are scanned at 600 to 200 dpi (depending on the type of item scanned) and saved as one of the following digital formats (choice of TIF, JPG, or PDF). The default delivery method of these files is via FTP site. The society will mail the material on DVD or CD ROM at an additional cost at the patron's request. Any duplication of an archival item not covered in this fee schedule will be handled on a case by case basis.

Black and White Duplication Rates	Non-Member	Member
Digital Image Duplication	\$2.00 / image	\$1.00 / image
Paper to paper photocopies	\$0.50 / page	\$0.50 / page

Color Duplication Rates	Non-Member	Member
Digital Image Duplication (for existing digital image)	\$2.00 / image	\$1.00 / image

Blueprints, Rolled Drawings, Oversized Material Duplication Rates	Non-Member	Member
Black and White Reproduction Print	\$5.00 / drawing	\$5.00 / drawing
Color Reproduction Print	Case by case basis	Case by case basis
PDF file of Reproduction to CD	\$10.00 / CD	\$5.00 / CD

Shipping and Handing:

Default delivery of digital content is via FTP site at no charge.

Mailing of CD-ROM: \$5.00

Rights and Use:

The B&O Railroad Historical Society can only provide permissions on items it owns outright in its collection. Patrons will be advised if the society cannot provide them with permissions to use the material and that it is the patron's responsibility to contact the rights holder to use that material. For other items it is up to the author to locate the current rights-holder and seek permission to use the work in a publication. Terms are negotiated on a case by case basis.

Criteria considered when deciding use fees are:

Non-Profit Use (ex: other railroad history organization)

Educational Use (ex: school project, museum, etc.)

Personal Use (ex: Present for a relative)

For-Profit Use (ex: Book or Magazine)

In certain cases, we would only request proper attribution and a copy of the publication, in others we would request a donation to the society be made by the company using the images based on the number of images used and the number of copies produced.