

B&O Railroad Historical Society Archives Fee Schedule

Effective August 1, 2019

Archives Physical Access:

No Charge. 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 requester 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 (by mail or 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 (by mail or email - over 15 minutes of research required)

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

Applies only to research done by archives volunteers.

\$15/hr for members, starting at minute 0, billed in 30-minute increments.

\$20/hr for non-members, starting at minute 0, billed in 30-minute increments.

Turn-Around Time:

Please allow **at least 4 to 6 weeks** for a response for all inquiries 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

Most items are scanned at 400 dpi and saved as one of the following digital formats: TIF, JPG, or PDF. The default delivery method of these files is via an FTP site. Mailing of CDs or DVDs will involve an additional charge. Any duplication of an archival item not covered in this fee schedule will be handled on a case by case basis.

Applies only to duplication/scanning done by archives volunteers.

\$5 per image for members for personal projects

\$10 per image for non members for personal projects

Images will be provided in digital format only. No photographic prints will be made.

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.

\$10 per image for non-profit book

\$20 per image for a for-profit book

Magazine Article and Website Requests are evaluated on a case by case basis.