

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

Photo copies of documents, photos and other materials: .25¢ per B/W copy
.40¢ per color copy
.50¢ per copy on cardstock

Materials scanned as JPGs: \$15 – members
\$20 – non-members

Materials scanned as TIFs: Contact NHC for consultation

Materials scanned as PDFs: \$5 – members
\$10 – non-members

Materials to be scanned and used for non-personal, non-educational purposes (commercial, business, publication or other media) Contact NHC for consultation

Niagara History Center (aka Niagara County Historical Society)

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