

Research Request Form

Thank you for your interest in conducting research at the Albany Regional Museum. In order to better serve your research needs, please be as detailed as possible in the questions below.

1. About your research: briefly describe the subject you would like to research including any specific questions you may have.

2. Which Collection would you like to search? Check all that apply:

- Photograph
- Maps and Directories
- Reports, Books, and Newspapers
- Manuscript

3. Contact Information:

Name: _____

Company or School: _____

Address: _____

Email Address: _____

Phone: _____

PLEASE MAKE SURE TO REVIEW OUR RESEARCH FEES BEFORE COMPLETING THIS FORM

For Staff Use Only

Research Conducted by _____

Research Time Spent _____ Date Research Completed _____

Membership Verified _____ Total Fee Charged _____

Form Completed by _____

Research Fees

In order to protect our collections and provide the best possible service to our patrons, we have devised a policy that aligns with our mission as well as provide access to our collection. The fees associated with conducting research at the museum are a reflection of staff time required to process these services. Visitors are welcome to browse our Reference Room located on the first floor of the museum at no charge, however some research due to the lengthiness and/or difficulty of request maybe be subject to additional fees. **All initial fees must be paid in full before orders are processed.**

Note: Discounts are given to various membership levels. Please let a staff person know if you are a member of the museum.

General Research Fees

In order to best serve our researchers, we do charge an initial fee for completing a research request form. This \$10.00 fee is payable by either cash or check and will need to be paid when a form is returned to the museum. Given the length and difficulty of the research request, the request may be subject to additional fees. In this case, the researcher will be informed before the museum proceeds with the request.

Photocopies and Document Scans

Black & White Copy (8.5 x 11 inch page) – 25 cents (\$.25) per copy– standard paper
Color Copy (8.5 x 11 inch page) – \$1.00 per copy– standard paper

Photograph Image Reproduction Fees

Note: User fee entitles you to use images ONE time only. Images must appear with the following credit: *Photos courtesy of the Albany Regional Museum archives*
Photo scan to CD – \$5.00 per image, \$2.00 for CD
Photo scan and print to photo quality paper – \$10.00 per image

Photograph Reproduction for Publishing

Note: User fee entitles you to use images ONE time only. Images must appear with the following credit: *Photos courtesy of the Albany Regional Museum archives*
\$65 per photo request (per 5,000 publications) - Photo scan to CD

Photograph Reproduction for Business Display or Exhibits

Note: User fee entitles you to use images ONE time only. Images must appear with the following credit: *Photos courtesy of the Albany Regional Museum archives*
\$25.00 per image - Photo scan to CD

The museum reserves the right to deny reproduction should doing so cause harm to the object or if the object has known access or copyright restrictions. Researchers are responsible for compliance with laws governing copyright and literary property rights. Neither the granting of access to materials nor the copying of materials convey or imply conveyance of the right to publish or use the materials in any way.

Rush Orders

Add 50% of original total cost for orders required in less than 7 - 10 working days, or less than 5 business days for digital images. Rush orders may not always be possible.