

Research, Reproduction Fees and Related Policies

Research Requests:

Requests are taken by phone and e-mail. Phone 707-967-5502 or send an e-mail to shstory@shstory.org with a description of the information you need, plus your telephone number.

Free Services:

Up to 30 minutes of basic assistance with your research project. For example, orientation to library resources, direction to helpful websites, and quick checks of names and properties.

Paid Services:

For extensive research projects, beyond the original 30 minutes, we charge \$30.00 per hour. Projects must be agreed to in writing. Purchasers will be asked to sign a Research Services Agreement.

Regular Reproduction Services:

Photocopies:	black and white:	color:
8 ½" x 11"	25 cents/side	\$1.00/side
8 ½" x 14":	50 cents/side	\$1.50/side
11" x 17":	\$1.00/side	\$2.00/side

Photograph and Image Reproduction Services:

Photographs are scanned and can be made available on disk. A processing fee of \$5 per disk is charged. Other images, such as maps, are handled differently. Please contact us for specific information regarding these.

Use fees and Conditions of Sale:

In most cases, a fee of \$30.00 *per image* is charged. Approved uses include educational use (teaching or research), publication, and exhibit.

- Permission is granted for one-time use only for the specific purpose/project described in the Image Reproduction Agreement signed by the purchaser.
- Prints may not be made for resale.
- If the image is used for publication a creditline similar to the following must be included near the published photo: "St. Helena Historical Society Collection." We ask that a copy of the publication be donated to the St. Helena Historical Society Research library.
- The purchaser of the image understands that further reproduction requires written permission of the Society and may involve additional reproduction fees and that the St. Helena Historical Society does not grant "perpetual rights" to images.

Permission is granted and orders are processed upon receipt of a signed Agreement and fees.